



TOWN OF ARLINGTON

MASSACHUSETTS 02476

781 - 316 - 3090

DEPARTMENT OF PLANNING and COMMUNITY DEVELOPMENT

Community Development Block Grant Program Year 49/Fiscal Year 2024 Requests for Funding

Applicant Summary:

Housing

Arlington Housing Authority
Housing Corporation of Arlington

Public Facilities and Infrastructure

Robbins Library
Arlington Veterans' Services
Arlington Zero Waste Committee, DPW, and Facilities Department

Economic Development

There are no plans for Economic Development programs through CDBG this year.

Public Services

Arlington Boys and Girls Club
Arlington Center for the Arts
Arlington Housing Authority
Arlington Public Schools
Arlington Youth Counseling Center
Council on Aging
Fidelity House
Housing Corporation of Arlington
Recreation Department

Planning and Administration

Department of Planning and Community Services
Envision Arlington

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
Program Year 49 (FY24) - Summary of Requests for Funding

CDBG Program Activity	Organization/Department	PY49 Request
HOUSING		
Hauser Building Exhaust Fan/Air Handler Update	Arlington Housing Authority	\$ 302,500
Housing Portfolio Capital Improvements	Housing Corporation of Arlington	\$ 200,000
	Sub-total	\$ 502,500
PUBLIC FACILITIES AND IMPROVEMENTS		
Robbins Library Accessible Restroom Renovation **	Arlington Libraries	\$ 152,320
Arlington Veterans Memorial Park**	Arlington Veterans' Services	\$ 225,000
Arlington on Tap**	Arlington Zero Waste Committee, DPW, and Facilities	\$ 16,000
	Sub-total	\$ 393,320
PUBLIC SERVICES		
Scholarship Program	Arlington Boys and Girls Club	\$ 20,000
Swim Safety Program	Arlington Boys and Girls Club	\$ 20,000
Scholarship Program ACA**	Arlington Center for the Arts	\$ 5,000
Arts Program at Arlington Housing Authority Locations**	Arlington Center for the Arts	\$ 15,000
APS Family Welcome and Information Center	Arlington Public Schools	\$ 15,000
Operation Success Learning Center	Arlington Housing Authority	\$ 6,000
Mental Health Counseling and Support Services	Arlington Youth Counseling Center (AYCC)	\$ 15,000
Adult Day Health	Council on Aging	\$ 10,000
Transportation Program	Council on Aging	\$ 40,000
Volunteer Coordinator	Council on Aging	\$ 53,134
Jobs, Jobs, Jobs	Fidelity House	\$ 5,000
Menotomy Manor Outreach Program	Fidelity House	\$ 21,000
Civic Engagement Coordinator**	Housing Corporation of Arlington	\$ 50,000
Program Scholarships	Recreation Department	\$ 15,000
	Sub-total (estimated statutory limit: \$150,000)	\$ 290,134
PLANNING & ADMINISTRATION		
Planners	Planning and Community Development	\$ 60,000
Planning Studies	Planning and Community Development	\$ 67,250
Annual Town Survey	Envision Arlington	\$ 2,000
Grants Administrator (salary + benefits)	Planning and Community Development	\$ 78,214
General Administration	Planning and Community Development Department	\$ 19,500
	Planning & Admin. Sub-total (estimated statutory limit: \$200,000)	\$ 226,964
TOTAL		\$ 1,412,918

** denotes new project or applicant



FUNDING APPLICATION FOR PROGRAM YEAR 49 (JULY 1, 2023 – JUNE 30, 2024)
PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information	
A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)	
Agency/Organization: Arlington Housing Authority (AHA)	
Contact Name: John Nagle	Title: Executive Director
Mailing Address: 4 Winslow Street, Arlington, MA 02474	
Email Address: jnagle@arlingtonhousing.org	Phone: (781) 646-3400 x160
Universal Entity Identifier (UEI) #: D8BTAQ31FGD	
Registered on SAM.gov? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No All entities receiving federal assistance must have a UEI #.	
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input type="checkbox"/> 501(c)3	<input type="checkbox"/> For-profit authorized under 570.201(o)
<input type="checkbox"/> Faith-based Organization	<input checked="" type="checkbox"/> Unit of Government
<input type="checkbox"/> Institution of Higher Education	
Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.	
B. Project Information	
Project Name: Hauser Bldg. Exhaust Fan/Air Handler Update	Is this project new to your organization? <input checked="" type="radio"/> Yes <input type="radio"/> No
Anticipated Start Date: 1/1/24	Anticipated End Date: 4/1/24
Amount of Request: \$302,500	Project Address(es): 37 Drake Road, Arlington, MA 02476
C. Eligibility	
National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.	
Low/Moderate Income Benefit:	
<input type="radio"/> Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area, where at least 33.33% of the residents make a low- or moderate-income. Please refer to the map located at https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx to determine your activity's census tract code. Census Tract: _____	
<input type="radio"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS	
<input checked="" type="radio"/> Low/Moderate Housing (LMH): the activity provides or improve permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="radio"/> Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.	
Slum/Blight:	
<input type="radio"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="radio"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Urgent Need:	
<input type="radio"/> Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.	
Beneficiaries:	
Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.	
<input checked="" type="checkbox"/> All beneficiaries are Arlington residents	
<input type="checkbox"/> _____ % of beneficiaries are Arlington residents	
Does your project benefit any of the following demographics?	
<input type="checkbox"/> Abused children	<input checked="" type="checkbox"/> Elderly persons (age 62 and older)
<input checked="" type="checkbox"/> Homeless persons	<input checked="" type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)
<input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Migrant farm workers
<input checked="" type="checkbox"/> Battered spouses	
<input type="checkbox"/> Illiterate adults	
<input type="checkbox"/> Other (please specify): _____	
Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.	
Persons Served: 234	Households Assisted: 216
Jobs Created: _____	Businesses Assisted: _____

<p>D. Project Summary</p> <p>Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.</p> <p>The lifespan of the Hauser Building's HVAC ventilation systems exhaust fan expired in 2018 and is the buildings original system being installed in 1975. In recent years, the COVID-19 pandemic has showcased the importance of these systems. Replacing this expired system will ensure that the AHA continues to make all efforts to meet its mission statement of providing clean, safe and affordable housing.</p>									
<p>Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.</p>									
<p>Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?</p> <p>There will be numerous checks and balances within this project. This project will be planned, designed, procured and completed in accordance with all Massachusetts procurement laws, regulation and guidance. In addition to AHA staff oversight, there will be Department of Housing and Community Development (DHCD) staff members with construction, architecture and project management experience overseeing the project. An architecture firm known as a "house doctor," will be assigned to design and oversee the project as well. They will schedule checkins, meetings and complete punch lists with the contractor at various phases throughout the projects life. Additionally, in accordance with MGL Ch. 149 the contractor will need to have the appropriate certifications. They will also receive a DCAMM contractor evaluation, which could impact their ability to complete future work for state and local agencies.</p>									
<p>Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.</p> <table border="0"> <tr> <td><input checked="" type="checkbox"/> Town of Arlington Master Plan</td> <td><input type="checkbox"/> Fair Housing Action Plan</td> <td><input type="checkbox"/> Net Zero Plan</td> </tr> <tr> <td><input checked="" type="checkbox"/> Housing Plan</td> <td><input type="checkbox"/> Open Space & Recreation Plan</td> <td><input type="checkbox"/> Other _____</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> Connect Arlington Sustainable Transportation Plan</td> </tr> </table> <p>Please explain which goals and/or strategies the proposed project advances:</p>	<input checked="" type="checkbox"/> Town of Arlington Master Plan	<input type="checkbox"/> Fair Housing Action Plan	<input type="checkbox"/> Net Zero Plan	<input checked="" type="checkbox"/> Housing Plan	<input type="checkbox"/> Open Space & Recreation Plan	<input type="checkbox"/> Other _____	<input type="checkbox"/> Connect Arlington Sustainable Transportation Plan		
<input checked="" type="checkbox"/> Town of Arlington Master Plan	<input type="checkbox"/> Fair Housing Action Plan	<input type="checkbox"/> Net Zero Plan							
<input checked="" type="checkbox"/> Housing Plan	<input type="checkbox"/> Open Space & Recreation Plan	<input type="checkbox"/> Other _____							
<input type="checkbox"/> Connect Arlington Sustainable Transportation Plan									
<p>Consolidated Plan Goals and Objectives</p> <p>Which Consolidated Plan Goal does your project align with? (select one)</p> <p><input checked="" type="checkbox"/> Improve the Condition of Existing Housing: Provide decent, affordable housing</p> <p><input type="checkbox"/> Increase Economic Development Opportunities: Create economic opportunities</p> <p><input type="checkbox"/> Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments</p> <p><input type="checkbox"/> Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments</p>									
<p>Geographic Distribution of Activities: (Town wide or Census Tract)</p> <p>If the geographic distribution is in a specific area, please note below.</p> <p><input type="checkbox"/> Town wide</p> <p><input checked="" type="checkbox"/> Specific Area – Which block group(s)/census tract(s) is/are the project located in?</p> <p>3565</p>									
<p>Community Availability:</p> <p>Is the proposed project available from any other providers in the community?</p> <p><input checked="" type="checkbox"/> No, not available from other providers in the community</p> <p><input type="checkbox"/> Yes, available from other providers in the community (please explain _____)</p>									
<p>E. Attachments</p> <p>The following attachments must accompany this proposal:</p> <p><input type="checkbox"/> 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)</p> <p><input checked="" type="checkbox"/> One (1) copy of agency's most recent financial audit</p> <p><input type="checkbox"/> One (1) copy of agency's MA Certificate of Good Standing</p> <p>The following attachments are optional and may be used to supplement your proposal:</p> <p><input checked="" type="checkbox"/> Letters of Support</p> <p><input type="checkbox"/> Resumes, brochures, newspaper articles, or other organizational marketing materials</p>									

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
TOTAL PROPOSED BUDGET			

B. Construction Projects (Housing, Public Facilities): Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction	\$242,000		\$242,000
Acquisition			
Appraisals/Studies			
Design	\$60,500		\$60,500
Other:			
Other:			
TOTAL PROPOSED BUDGET	\$302,500		\$302,500

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Total:		

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support. The AHA will also be seeking out Compliance Reserve funding and Sustainability funding through DHCD to help cover additional labor and materials not reflected in the original cost estimate from DHCD.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.
Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$302,500 = \$ _____ PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # _____

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

It is possible that we can advocate to DHCD for additional capital funding, but reduced funding could result in delaying the project another year or so.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT	
<p>The Hauser Building is one of the Arlington Housing Authority's Senior Low-Income State-Aided Public Housing developments. It is the largest building in the AHA's portfolio with 144 single bedroom units. It is part of the larger Drake Village Complex, which has a combined 216 units of public housing.</p> <p>The lifespan of the Hauser Building's HVAC ventilation systems exhaust fan expired in 2018 and is the buildings original system being installed in 1975. In recent years, the COVID-19 pandemic has showcased the importance of these systems. Replacing this expired system will ensure that the AHA continues to make all efforts to meet its mission statement of providing clean, safe and affordable housing.</p>	
B. GOAL	
<p>The replacement of the HVAC ventilation systems exhaust fan at the Hauser Building will meet Consolidated Goal Number 1, Improve the Condition of Existing Housing.</p> <p>The improvements to the HVAC ventilation system through this project will ensure the preservation of this important affordable housing resource as well as ensure that this building meets applicable building and health codes.</p>	
C. INPUTS	
<p>This project will be planned, designed, procured and completed in accordance with all Massachusetts procurement laws, regulation and guidance. In addition to AHA staff oversight, there will be Department of Housing and Community Development (DHCD) staff members with construction, architecture and project management experience overseeing the project. DHCD will also assign a certified architecture firm, "house doctor," to design and oversee the project as well. Additionally, in accordance with MGL Ch. 149 the contractor will need to have the appropriate certifications. They will also receive a DCAMM contractor evaluation, which could impact their ability to complete future work for state and local agencies.</p>	
D. ACTIVITIES	
<p>The replacement of the HVAC ventilation systems exhaust fan will provide an important update to the Hauser Building and ensure that this source of affordable housing, one of the largest in Arlington, is preserved for future generations.</p> <p>Additionally, residents will not be relocated during this project. There will be minimal disruptions to residents during course of this project.</p>	
E. OUTPUTS	
<p>The replacement of the HVAC ventilation systems exhaust fan at the Hauser Building will reduce health and safety risks associated with a lack of circulating air. It will help the AHA ensure that residents are provided with clean, safe and affordable housing.</p>	
F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
<p>Replacement of HVAC ventilation system will provide residents with cleaner air and ensure system is operational.</p>	<p>Replacement of HVAC ventilation system will provide AHA with a more efficient system that could result in energy savings. Its replacement could have long term health benefits for residents allowing them to age in place.</p>

Capital Planning System

Logged in as: jacknagle
Logout

Projects

Main Menu Facilities Inventory **Projects** Reports Utilities Find Help

LHA:

Development:

Facility:

Unit: (ALL Implied if not selected)

Project:

Project Information Project Estimation Project Management Project Templates

This Development has one or more Resiliency vulnerabilities. Please consider these as applicable when scoping this project.



Related Inventory Components

[Remove All Related Components](#)

Facility Number	Class	Subclass	Description	Quantity	Unit	Year Installed	Lifespan	Life Adj	Exp Year	Cond.	Assess.	Note	Resiliency
010-667-04-001			HVAC Ventilation Systems Exhaust Fan, Other	1	EACH	1975	20	23		2018			

Labor

Craft	Labor Description	Rate	Hours	Cost Type	Subtotal
<input type="text" value="Select"/>	<input type="text"/>		<input type="text" value="0"/>	<input type="text" value="Dwelling"/>	<input type="button" value="Add"/>

Labor Total:

Project Estimation Components (Labor Inclusive)

[Add Related Inventory Components to Estimation Components](#)

Description	Notes	Unit Cost	Unit	Quantity	Cost Type	SubTotal
<input type="text"/>	<input type="text"/>					<input type="button" value="Add"/>

Materials Total:

Other Cost

Description	Notes	Unit Cost	Unit	Quantity	Cost Type	Subtotal
<input type="text" value="Delete 24 exhaust fans & 20 air handlers"/>	<input type="text"/>	\$200,000.00		1	Dwelling	\$200,000.00 <input type="button" value="Edit"/>
<input type="text"/>	<input type="text"/>				<input type="text" value="Dwelling"/>	<input type="button" value="Add"/>

Others Total: \$200,000.00

Totals

[Edit](#)

General Conditions 10% Amount: \$20,000

Change Order Contingency 10% Amount: \$22,000

Hard Cost Total: \$242,000

Soft Cost 25% Total: \$60,500

Total Development Cost: \$302,500

Community Development Block Grant (CDBG) Subcommittee
c/o Mallory Sullivan, Town of Arlington
730 Massachusetts Ave
Arlington, MA 02476

Dear Community Development Block Grant (CDBG) Subcommittee:

I am writing this letter of support of the Arlington Housing Authority's application to the CDBG Subcommittee on behalf of the Drake Village Tenants Association. This funding will assist them in moving forward with the upgrade of their HVAC Ventilation system.

It has come to my attention that the lifespan of the Hauser Building's HVAC ventilation system is beyond its expected life span and needs to be updated. This project will involve the replacement of the HVAC ventilation system and related components that circulate air in resident units and common spaces.

In recent years, the COVID-19 pandemic has showcased the importance of these systems especially in common spaces. Replacing this system will ensure that the AHA continues to make all efforts to meet its mission statement of providing clean, safe, and affordable housing to us, its residents.

Thank you for your consideration of this project.

Sincerely,

A handwritten signature in cursive script that reads "Fred Gerard".

Fred Gerard, President

Drake Village Tenants Association

Mariann Donovan

37 Drake Road
Apartment 413
Arlington, MA 02476

December 7, 2022

Mallory Sullivan
CDBG Administrator
Department of Planning and Community Development
730 Massachusetts Avenue, Annex
Arlington, MA 02476

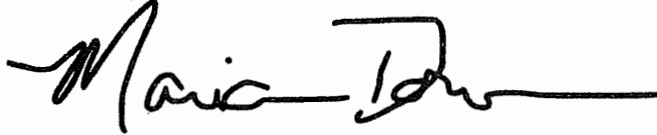
Dear Ms. Sullivan,

As one of over 150 residents of the Hauser building, I am writing to express my support for the Arlington Housing Authority's HVAC project.

Specifically, there is a need to replace the expired air handler that circulates air in the common spaces of this building. This critical replacement will enable the AHA to continue its mission of providing safe homes for low income residents.

Please join me in supporting this important project to help preserve this jewel in Arlington's affordable housing stock.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Mariann Donovan", with a long horizontal line extending to the right.

Mariann Donovan



Town of Arlington
Department of Health and Human Services
Office of the Board of Health
27 Maple Street
Arlington, MA 02476

Tel: (781) 316-3170
Fax: (781) 316-3175

January 13, 2023

CDBG Selection Committee
c/o Mary Muszynski
730 Mass Ave
Arlington, MA 02476

Dear CDBG Selection Committee:

I write in support of the Arlington Housing Authority's (AHA) application for funding that will assist the AHA in moving forward with the upgrade of their HVAC ventilation system at the Drake Village Hauser Building which is a senior housing complex.

The lifespan of the Hauser Building's HVAC ventilation system is beyond its expected life span and needs to be updated. This project will involve the replacement of the HVAC ventilation system and related components that circulate air in resident units and common spaces.

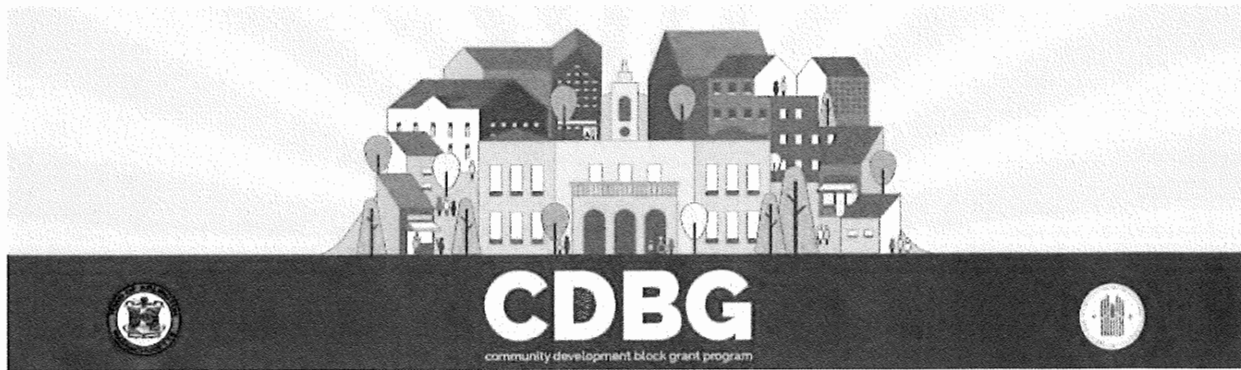
In recent years, the COVID-19 pandemic has showcased the importance of these systems especially in common spaces. Replacing this expired system will ensure that the AHA continues to make all efforts to meet its mission statement of providing clean, safe and affordable housing.

Thank you for your consideration of this project.

Sincerely,

A handwritten signature in cursive script, reading "Christine Bongiorno".

Christine Bongiorno
Director of Health and Human Services



FUNDING APPLICATION FOR PROGRAM YEAR 49 (JULY 1, 2023 – JUNE 30, 2024)
PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information	
A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)	
Agency/Organization: Housing Corporation of Arlington	
Contact Name: Erica Schwarz	Title: Executive Director
Mailing Address: 252 Massachusetts Ave, Arlington, MA 02474	
Email Address: ESchwarz@HousingCorpArlington.org	Phone: 781-859-5294 x1
Universal Entity Identifier (UEI) #: SXFEGGNQ2DST	Registered on SAM.gov? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>All entities receiving federal assistance must have a UEI #.</small>
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input checked="" type="checkbox"/> 501(c)3	<input type="checkbox"/> For-profit authorized under 570.201(o)
<input type="checkbox"/> Faith-based Organization	<input type="checkbox"/> Unit of Government
<input type="checkbox"/> Institution of Higher Education	
Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.	
B. Project Information	
Project Name: Housing Portfolio Capital Improvements	Is this project new to your organization? <input type="radio"/> Yes <input type="radio"/> No
Anticipated Start Date: 7/1/23	Anticipated End Date: 6/30/24
Amount of Request: \$200,000	Project Address(es): Multiple: see attached
C. Eligibility	
National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.	
Low/Moderate Income Benefit:	
<input type="radio"/> Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area, where at least 33.33% of the residents make a low- or moderate-income. Please refer to the map located at https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx to determine your activity's census tract code. Census Tract: _____	
<input checked="" type="radio"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="radio"/> Low/Moderate Housing (LMH): the activity provides or improve permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="radio"/> Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.	
Slum/Blight:	
<input type="radio"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="radio"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Urgent Need:	
<input type="radio"/> Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.	
Beneficiaries:	
Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.	
<input checked="" type="checkbox"/> All beneficiaries are Arlington residents	
<input type="checkbox"/> _____ % of beneficiaries are Arlington residents	
Does your project benefit any of the following demographics?	
<input type="checkbox"/> Abused children	<input checked="" type="checkbox"/> Elderly persons (age 62 and older)
<input checked="" type="checkbox"/> Homeless persons	<input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)
<input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Migrant farm workers
<input checked="" type="checkbox"/> Battered spouses	
<input type="checkbox"/> Illiterate adults	
<input type="checkbox"/> Other (please specify): _____	
Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.	
Persons Served: _____	Households Assisted: 25
Jobs Created: _____	Businesses Assisted: _____

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Housing Corporation of Arlington (HCA) seeks funds to address deferred maintenance on units within our Scattered Site and Capitol Square affordable housing portfolios in order to preserve units and improve sustainability and energy efficiency. This will result in more comfortable housing for our low-income tenants, properties that are sound for the long term, and energy savings that are better for the environment and result in financial savings for HCA tenants and for HCA's operating budget. This program is not new to our organization.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

In 2020, HCA was awarded funds both for affordable housing capital repairs and affordable housing predevelopment expenses. In 2022 the contract for predevelopment expenses was amended to be used for capital needs. During HCA's 2022 property management and executive transition, those contracts were extended to December 31, 2022 and June 30, 2023, respectively. As of the submission of this grant, HCA has expended all funds with the December 31st deadline. During calendar year 2022, those funds supported the following activities at 8 addresses:

- New more energy efficient windows
- New roof
- Repairs to cracked ceilings
- Shower reglazing
- Lighting repairs
- Unit turnover for units requiring significant improvement after a long tenancy (including refinishing floors, new kitchen cabinets, paint, bathroom upgrades and other)

HCA is working closely with our third party property management firm on a new set of updates and property improvements for our units that will be implemented prior to June 30th using our remaining available funds.

HCA had to file for extensions on both grants described below due to delays caused by property management and executive transitions, which occurred during 2021 and 2022. HCA now has a new permanent executive director and a new permanent management company in place and will work to expend funds in a timely manner so that no additional extensions are required. A challenge will be to prioritize needs to ensure energy efficiency and long term sustainability. We will strategically advance some projects in the near term and schedule other projects after we have completed a capital needs assessment and have explored other options for funding energy retrofit and weatherization projects.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

HCA will track completion of projects against final capital needs plans and budgets. Success will be met if we complete capital improvements identified by property management as time sensitive and necessary, and if we expend all funds by the contract deadline.

We will also track sustainability and energy efficiency goals. Success will be met if choices for new systems and materials align with the latest technology regarding energy efficiency and environmental sustainability, while reasonably balancing cost. For sites where we upgrade heating or other systems, we will track utility costs over time to identify if there is a reduction in usage. If we find that we did not meet our timeline, we will redouble efforts to complete the improvement as soon as possible. If we find we did not meet expectations for improved efficiency, we will analyze the product installed to ensure it is working properly.

Relation to the Arlington Goals section below:

The Arlington Master Plan recommends using local funds, including CDBG, for affordable housing. It also recommends that the Town address the housing conditions of its aging housing stock.

Goal 1 of the Arlington Affordable Housing Trust's 5-Year Action Plan, passed in 2022, identifies preserving and modernizing Arlington's existing affordable housing as a core goal, including identifying housing owned by HCA that may require improvements to be sustained for the long term.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Town of Arlington Master Plan | <input type="checkbox"/> Fair Housing Action Plan | <input type="checkbox"/> Net Zero Plan |
| <input checked="" type="checkbox"/> Housing Plan | <input type="checkbox"/> Open Space & Recreation Plan | <input checked="" type="checkbox"/> Other Housing Trust Action Plan |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan | | |

Please explain which goals and/or strategies the proposed project advances:

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- ☒ Improve the Condition of Existing Housing: Provide decent, affordable housing
- ☐ Increase Economic Development Opportunities: Create economic opportunities
- ☐ Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
- ☐ Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- ☒ Town wide
- ☐ Specific Area – Which block group(s)/census tract(s) is/are the project located in?

We will target specific addresses, but our buildings are located throughout the town

Community Availability:

Is the proposed project available from any other providers in the community?

- ☒ No, not available from other providers in the community
- ☐ Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

- ☐ 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- ☐ One (1) copy of agency's most recent financial audit
- ☐ One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

- ☐ Letters of Support
- ☐ Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
TOTAL PROPOSED BUDGET			

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction	200,000	20,000	220,000
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET	200,000	20,000	220,000

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source		Amount	Committed or Pending
Other Federal:			
State:			
Local:			
Private:	Properties' Capitol Reserves and/or other	\$20,000	Pending approval of lenders and/or other funders
Total:		\$20,000	

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support. In the coming year, we will be applying to programs designed to support nonprofits in weatherizing properties and making them more energy efficient. This may yield additional funds not yet identified, which would allow us to deepen and expand our energy retrofit work and perhaps implement more sophisticated evaluation protocols around energy use.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program. Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$200000 = \$ 3077 PER BENEFICIARY
 TOTAL NUMBER OF PROPOSED BENEFICIARIES: #65

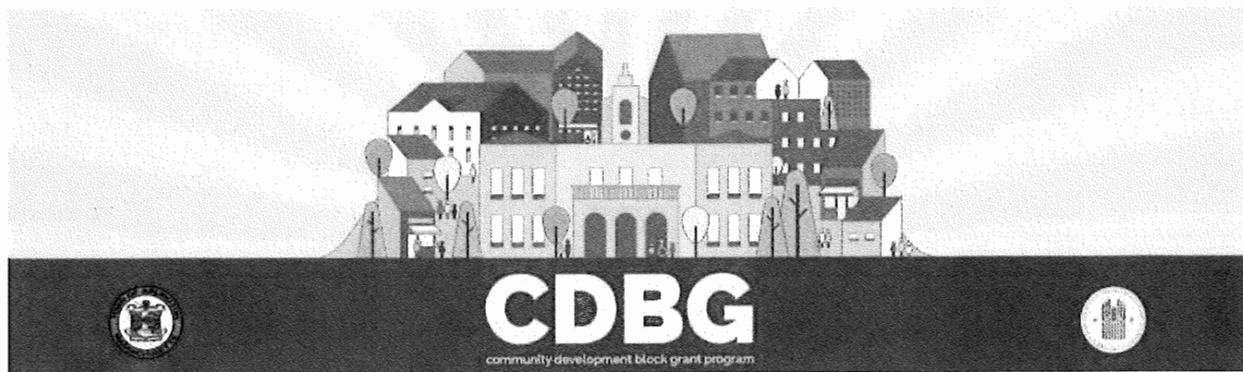
E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

If the project is funded at a lower amount than requested, HCA will prioritize which improvements are more time sensitive and advance those items prior to less urgent capital needs.

Part III. Project Narrative Table

Using the prompts and questions provided on [page 6 of the Application Guide](#), complete the table below.

A. NEED STATEMENT	
<p>HCA seeks funds to support 102 units of our older affordable housing, currently home to 170 individuals. This portfolio of older units includes 70 units among 2- to 9-unit properties throughout Arlington, known as our Scattered Site portfolio. Each building is unique, with a different rate of wear and tear. The 32 units in HCA's Capitol Square property also require improvements, especially when there is turnover after a long-time tenant departs. While all properties have capital reserves, HCA requires additional funds in order to keep up with the increased cost of materials and labor as well as with the unique needs of our scattered site units. Furthermore, HCA will be conducting a Capital Needs Assessment in 2023 with a special focus on environmental sustainability. These funds will help ensure future improvements are aligned with sustainability goals, which can be more expensive in rehabilitation projects. The units to be improved are a vital source of affordable housing in the Town of Arlington, whose current Housing Plan identifies a need to create more affordable housing, due to the ongoing housing crisis. This project also aligns with the Arlington Affordable Housing Trust Fund's Action Plan, which has as a core goal the preservation of existing units of affordable housing. It is vital that we preserve the original investments that enabled the creation of these homes so that they continue to serve our community for the long term.</p>	
B. GOAL	
<p>To make upgrades to selected units within our 102-unit portfolio of older apartments in order to improve energy efficiency, create a more comfortable environment for tenants, and sustain the integrity of our affordable housing buildings for present and future low-income Arlington households.</p>	
C. INPUTS	
<p>HCA Executive Director, Erica Schwarz, and Office Manager, Ellen Roscoe-Bergman, will work closely with staff from Peabody Properties, Inc (PPI), HCA's property management firm, to implement the capital improvements. At Peabody Properties, Inc. (PPI) the Senior Property Manager, Property Manager and Lead Maintenance Staff will advise on specific upgrades needed and secure quotes and oversee completion of the work once HCA authorizes it to proceed. The Executive Director will review quotes and ensure the materials and outcomes align with HCA's sustainability and other values. The HCA Office Manager will gain approval as needed from the Town prior to the work starting, and will submit invoices and other documentation as required to draw down the funds.</p>	
D. ACTIVITIES	
<p>We anticipate completing the following projects. However, we expect to apply some CDBG funds to additional improvements not yet identified, but which we will ensure also align with all CDBG regulations.</p> <ul style="list-style-type: none">- 34 Forest Street (6 units): Repair or replace the degrading retaining wall- 288 Summer Street, (2 units): repave shared driveway and replace walkway leading to unit 2, currently made up of pavers and grass with concrete to ensure universal design and physical accessibility.- 122 - 124 Washington Street (2 units): Renovate kitchens with new flooring, cabinets, and counters- Replace oil heat with energy efficient electric systems at the following addresses: <p>6 Burton Street, 4 units 1016 Massachusetts Ave, 5 units 123 Warren Street, 2 units 1166 Massachusetts Ave, 4 units</p> <p>We will complete HVAC upgrades only after exploring other existing programs to fund energy retrofit projects. We are now coordinating with Arlington's Sustainability Manager around such efforts. As such, we may not use a significant amount of CDBG funds for these conversions.</p> <ul style="list-style-type: none">- Interior restoration of units as may be required by tenant turnover (estimated 4 - 5 units).	
E. OUTPUTS	
<p>The project outputs will be the completion of the specific property upgrades as listed in the Activities section, or as PPI and HCA identify are needed during the grant term. It is expected that the activities will improve the living conditions for at least 25 households, including approximately 65 individuals.</p>	
F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
<p>Tenants living in the improved homes will experience (depending on the specific upgrade): properties that are safer, that are more physically accessible, that provide more comfortable heating, and that are less prone to failures or breakage. All tenants in the impacted units will have more comfortable homes that are easier to live in and maintain.</p>	<p>Over the long term, these improvements will enable these affordable apartments to provide, safe, affordable homes for current and future tenants in perpetuity. Investments in HCA properties today help ensure that these homes will be safe, affordable, healthy, and available for generations to come.</p>



FUNDING APPLICATION FOR PROGRAM YEAR 49 (JULY 1, 2023 – JUNE 30, 2024)
PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information	
A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)	
Agency/Organization: Robbins Library	
Contact Name: Anna Litten	Title: Director of Libraries
Mailing Address: 700 Massachusetts Ave, Arlington MA 02476	
Email Address: alitten@town.arlington.ma.us	Phone: 781-316-3201
Universal Entity Identifier (UEI) #: All entities receiving federal assistance must have a UEI #.	Registered on SAM.gov? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No All entities receiving federal assistance must be registered on SAM.gov
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input type="checkbox"/> 501(c)3	<input type="checkbox"/> For-profit authorized under 570.201(o)
<input type="checkbox"/> Faith-based Organization	<input checked="" type="checkbox"/> Unit of Government
<input type="checkbox"/> Institution of Higher Education	
Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.	
B. Project Information	
Project Name: Robbins Library Accessible Restroom Renovation	Is this project new to your organization? <input type="radio"/> Yes <input type="radio"/> No
Anticipated Start Date: 9/1/23	Anticipated End Date: 6/30/24
Amount of Request: \$152,320	Project Address(es): 700 Massachusetts Ave, Arlington MA 02476
C. Eligibility	
National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.	
Low/Moderate Income Benefit:	
<input checked="" type="radio"/> Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area, where at least 33.33% of the residents make a low- or moderate-income. Please refer to the map located at https://geomap.ffiec.gov/FFIEGGeocMap/geocodeMap1.aspx to determine your activity's census tract code. Census Tract: Town Wide	
<input type="radio"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="radio"/> Low/Moderate Housing (LMH): the activity provides or improve permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="radio"/> Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.	
Slum/Blight:	
<input type="radio"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="radio"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Urgent Need:	
<input type="radio"/> Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.	
Beneficiaries:	
Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.	
<input type="checkbox"/> All beneficiaries are Arlington residents	
<input checked="" type="checkbox"/> 73 % of beneficiaries are Arlington residents	
Does your project benefit any of the following demographics?	
<input type="checkbox"/> Abused children	<input checked="" type="checkbox"/> Elderly persons (age 62 and older)
<input type="checkbox"/> Homeless persons	<input checked="" type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)
<input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Migrant farm workers
<input type="checkbox"/> Battered spouses	
<input type="checkbox"/> Illiterate adults	
<input type="checkbox"/> Other (please specify):	
Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.	
Persons Served: X	Households Assisted: Jobs Created: Businesses Assisted:

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Robbins Library offers two public restrooms on the first floor of our busy public library. These restrooms were last renovated in 1992 and are not fully compliant with American Disabilities Act (ADA) standards. The first floor restrooms are the only publicly available restrooms on the first, second, and third floors of the library, and do not provide appropriate toilet access to the 233,585 visitors we welcomed last fiscal year. With this grant, we seek to provide accessible restrooms to all library visitors. Our strategic goals and the goals of the Town align as we seek to transform an existing library space to improve services and access at Robbins Library.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

This project responds to an existing need as stated on page 3 of the 2019 Town of Arlington Self-Evaluation and Transition Plan. "The Robbins Library is another example of a facility that provides access to most programs, yet the facility lacks...fully accessible toilet rooms, which many individuals with mobility disabilities require."

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- | | | |
|--|---|---|
| <input type="checkbox"/> Town of Arlington Master Plan | <input type="checkbox"/> Fair Housing Action Plan | <input type="checkbox"/> Net Zero Plan |
| <input type="checkbox"/> Housing Plan | <input type="checkbox"/> Open Space & Recreation Plan | <input checked="" type="checkbox"/> Other <small>Town of Arlington Self-Evaluation and Transition Plan, Nov. 2019</small> |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan | | |

Please explain which goals and/or strategies the proposed project advances:

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- ☐ Improve the Condition of Existing Housing: Provide decent, affordable housing
- ☐ Increase Economic Development Opportunities: Create economic opportunities
- ☒ Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
- ☐ Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- ☒ Town wide
- ☐ Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Community Availability:

Is the proposed project available from any other providers in the community?

- ☒ No, not available from other providers in the community
- ☐ Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

- ☐ 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- ☐ One (1) copy of agency's most recent financial audit
- ☐ One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

- ☐ Letters of Support
- ☐ Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
TOTAL PROPOSED BUDGET			

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction	\$136,000		
Acquisition			
Appraisals/Studies			
Design	\$16,320		
Other:			
Other:			
TOTAL PROPOSED BUDGET	\$152,320		

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Total:		

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.
Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ 152,320 = \$.65 PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 233,595

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

If this project is funded at a lower amount than requested, we would renovate one of our existing restrooms.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT	
<p>The mission of the Robbins Library is to create opportunities for lifelong learning, meaningful connection, and discovery for all. We offer outstanding collections and services to meet the evolving interests and needs of the Arlington community. The 2019 Town of Arlington Self-Evaluation and Transition Plan prepared by the Institute for Human Centered Design specifically calls out the Robbins Library restrooms as an area of concern for access. "The Robbins Library is another example of a facility that provides access to most programs, yet the facility lacks an assistive listening system in the Community Room and fully accessible toilet rooms, which many individuals with mobility disabilities require." (page 3). In 2019 the library added assistive hearing technology in the Community Room, funded by Library State Aid. This grant request seeks to address a stated need and bring the library restrooms into ADA compliance. This project supports all residents who might need accessible restrooms due to disability, injury, or accident.</p>	
B. GOAL	
<p>The goal of this project is to bring Robbins Library into full ADA compliance and better serve all residents who need access to toilets, as stated in the 2019 Transition Plan.</p>	
C. INPUTS	
<p>The Facilities Department supports construction projects in the library. We are excited to partner with Head of Facilities Rob Behrent and his team to oversee this work.</p>	
D. ACTIVITIES	
<p>This project is a construction project, and will impact library use and access during the construction period.</p> <p>Activities:</p> <p>Design (Sept-November, 2023)</p> <p>Demolition and Rebuilding (December 2023-May 2024)</p> <p>ADA Accessible Renovated Restrooms reopen: June, 2024</p>	
E. OUTPUTS	
<p>ADA accessible restroom for public use at Robbins Library, as recommended in the 2019 Transition Plan.</p>	
F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
<p>ADA accessible restrooms at Robbins Library.</p>	<p>ADA accessible restrooms at Robbins Library.</p>



**TOWN OF ARLINGTON
COUNCIL ON AGING
27 MAPLE STREET
ARLINGTON, MA 02476**

**TEL: 781-316-3400
FAX: 781-316-3409**

January 12, 2023

Community Development Block Grant Subcommittee
Arlington Town Hall
730 Massachusetts Ave.
Arlington, MA 02476

Dear CDBG Subcommittee Members,

I would like to express my support for the Robbins Library's Community Development Block Grant application for Accessible Restroom Renovations.

The library includes two first floor restrooms. These restrooms are only facilities available for library patrons visiting the first, second, and third floors of the library. The restrooms were last renovated in 1992 and are not fully ADA compliant.

This project supports more equitable use of the Robbins Library by all community members. Providing access to full accessible restrooms makes the library more welcoming and safer for those who use mobility devices and struggle with access. The COA and Library share many of the same visitors that come for programming and to enjoy some of the wonderful activities and services that the town of Arlington has to offer. We want to ensure that the facilities at the library are accessible for our older adults in town.

I hope that the CDBG Subcommittee will invest in this important project and support ADA accessibility at Robbins Library.

Best regards,

Kristine Shah
Executive Director
Council on Aging
Arlington, MA



January 12, 2023

Community Development Block Grant Subcommittee
Arlington Town Hall
730 Massachusetts Ave.
Arlington, MA 02476

Dear CDBG Subcommittee Members,

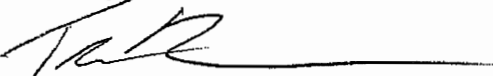
I would like to express my support for the Robbins Library's Community Development Block Grant application for Accessible Restroom Renovations.

The library includes two first floor restrooms. These restrooms are the only facilities available for library patrons visiting the first, second, and third floors of the library. The restrooms were last renovated in 1992 and are not fully ADA compliant.

This project supports more equitable use of the Robbins Library by all community members. Providing fully accessible restrooms makes the library more welcoming and safer for those who use mobility devices and struggle with access. Removing barriers to access is critical, especially in a highly trafficked public building like the library. These renovations were also recommended in the Town's ADA Transition plan which was completed in 2019.

I hope that the CDBG Subcommittee will invest in this important project and support ADA accessibility at Robbins Library.

Best regards,

A handwritten signature in black ink, appearing to read 'Tim Ross', followed by a horizontal line.

Tim Ross
ADA Coordinator – DEI Division
Arlington, MA 02476



FUNDING APPLICATION FOR PROGRAM YEAR 49 (JULY 1, 2023 – JUNE 30, 2024)
PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information	
A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)	
Agency/Organization: Town of Arlington Veterans' Services	
Contact Name: Jeffrey Chunglo	Title: Director
Mailing Address: 27 Maple Street #204 Arlington, MA 02476	
Email Address: jchunglo@town.arlington.ma.us	Phone: 781-316-3166
Universal Entity Identifier (UEI) #: All entities receiving federal assistance must have a UEI #.	Registered on SAM.gov? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No All entities receiving federal assistance must be registered on SAM.gov
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input type="checkbox"/> 501(c)3	<input type="checkbox"/> For-profit authorized under 570.201(o)
<input type="checkbox"/> Faith-based Organization	<input checked="" type="checkbox"/> Unit of Government
	<input type="checkbox"/> Institution of Higher Education
Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.	
B. Project Information	
Project Name: Arlington Veterans Memorial Park	Is this project new to your organization? <input checked="" type="radio"/> Yes <input type="radio"/> No
Anticipated Start Date: 8/15/23	Anticipated End Date: 11/7/24
Amount of Request: \$225,000.00	Project Address(es): Mass Ave/Broadway
C. Eligibility	
National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.	
Low/Moderate Income Benefit:	
<input checked="" type="radio"/> Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area, where at least 33.33% of the residents make a low- or moderate-income. Please refer to the map located at https://geomap.fhiec.gov/FHIECGeocMap/geocodeMap1.aspx to determine your activity's census tract code. Census Tract: 2067.01 & 2065.00	
<input type="radio"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS	
<input type="radio"/> Low/Moderate Housing (LMH): the activity provides or improve permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="radio"/> Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.	
Slum/Blight:	
<input type="radio"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="radio"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Urgent Need:	
<input type="radio"/> Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.	
Beneficiaries:	
Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.	
<input checked="" type="checkbox"/> All beneficiaries are Arlington residents	
<input type="checkbox"/> _____ % of beneficiaries are Arlington residents	
Does your project benefit any of the following demographics?	
<input type="checkbox"/> Abused children	<input checked="" type="checkbox"/> Elderly persons (age 62 and older)
<input type="checkbox"/> Homeless persons	<input checked="" type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)
<input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Migrant farm workers
<input type="checkbox"/> Battered spouses	<input type="checkbox"/> Illiterate adults
<input checked="" type="checkbox"/> Other (please specify): Veterans	
Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.	
Persons Served: 46K	Households Assisted: _____
Jobs Created: 15	Businesses Assisted: 30

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

The project will renovate the existing Veterans Honor Roll space in the center of town into an accessible, vibrant park that will be available to residents and visitors to enjoy. The existing condition of the park fails to provide the basic elements that are typically associated with municipal parks. This project will make this space Americans with Disabilities Act (ADA) accessible for all Arlington residents and visitors while improving environmental factors such as adding a tree canopy and addressing storm water and aid in the reduction of a community "hot spot." The park does not allow residents with disabilities an opportunity to visit. Due to tree root growth, the existing brick sidewalks are in disrepair and present a challenge for residents with disabilities to navigate the area. Additionally, the current park fails to provide adequate seating. The new park will have six entrances that will be ADA compliant compared to two current non-ADA compliant access points. Solar powered lighting and other solar powered equipment will be incorporated into the new park in order to reduce the consumption of fossil fuels. Additionally, the new park will attract residents and visitors which will in-turn support and add vibrancy to local businesses.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

The overall performance will be measured and tracked by means of a comprehensive construction plan. Metrics will be incorporated into construction contracts to insure that the project is completed in a timely manner. Specific methods will be available once the detailed construction plans have been completed. Upon completion of the project, there will be an expected increase in visitors to the center and likely an interest in new businesses to the center. An ongoing plan will also be incorporated into the project for maintenance for years to come.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Town of Arlington Master Plan | <input type="checkbox"/> Fair Housing Action Plan | <input checked="" type="checkbox"/> Net Zero Plan |
| <input type="checkbox"/> Housing Plan | <input checked="" type="checkbox"/> Open Space & Recreation Plan | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan | | |

Please explain which goals and/or strategies the proposed project advances:

This project is in keeping with Arlington's Master Plan and follows the Open Space & Recreation Plan. An additional focus relates to addressing climate change issues and the reduction of fossil fuels.

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- ☐ Improve the Condition of Existing Housing: Provide decent, affordable housing
- ☐ Increase Economic Development Opportunities: Create economic opportunities
- ☒ Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
- ☐ Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- ☐ Town wide
- ☒ Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Property Location Map: 032.0 Block: 0001 Lot: 0002.0

Community Availability:

Is the proposed project available from any other providers in the community?

- ☒ No, not available from other providers in the community
- ☐ Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

- ☐ 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- ☐ One (1) copy of agency's most recent financial audit
- ☐ One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

- ☒ Letters of Support
- ☒ Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Park Re-design	\$225,000	See below *	\$2.89M
TOTAL PROPOSED BUDGET			

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source		Amount	Committed or Pending
Other Federal:	LWCF Grant *	\$1,000,000.00	Pending
State:	Budget Earmark	\$500,000.00	Pending
Local:	Capital Funding	\$1,000,000.00	Pending
Private:	Fundraising	\$100,000.00	Pending
Total:		\$2,600,000.00	

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

* Land & Water Conservation Fund Grant is pending award announcement in April 2023 with contracts beginning in December 2023. Local representatives will be submitting a budget earmark for \$500K from the state budget. Construction budget available upon request.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.
Example: \$10,000 funding request / 100 proposed beneficiaries = \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$225,000 = \$ 4.86 PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 46,308

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain:

Part III. Project Narrative Table

Using the prompts and questions provided on page G of the Application Guide, complete the table below.

A. NEED STATEMENT

The existing site was designated as a community park in 1921. It has remained underdeveloped over the years, limiting access to residents for daily enjoyment. As noted on the state's Hot Spot Map, the entire central area of Arlington has been designated as a hot spot. Arlington has nearly 40% of the population listed as "Minority" when examining Environmental Justice Neighborhoods. A goal for this project is to provide improved access for residents related to language inequality in order to increase inclusion among these groups. The current condition of the park does not allow residents with disabilities an opportunity to visit, and fails to provide adequate seating. The new park will have six entrances that will be ADA compliant compared to two current non-ADA compliant access points along with the installation of benches to accommodate 30 people. The current Honor Roll, noting residents that have served in the military, is in disrepair and has not been updated since the 1990s. There are over 12,000 names yet to be included.

B. GOAL

Design renovations will address the following environmental issues: inadequate shade for cooling, lack of tree canopies for water filtration and runoff management, the ability to increase filtration of vehicular pollution, and aid in the reduction of a community "hot spot." The most important goal relates to park access and enjoyment. The two existing park entrances are not ADA compliant and pose a threat to older residents and residents that are mobility impaired, trying to enter the park. The new park will include six ADA compliant access points. In addition, there is currently inadequate seating that limit the number of people that wish to visit. Given the lack of tree canopies the soil has deteriorated and create runoff problems. This limits residents from visiting the park surrounding periods of inclement weather. All of these issues have been addressed in the initial park design.

C. INPUTS

The project has received favorable support from the Select Board, Capital Planning Committee, Chamber of Commerce, key business leaders in the center of town, State and Federal Legislators and the Veterans Community. The project will be managed by the Town of Arlington through the Department of Health and Human Services and Department of Public Works. VHB, a consulting firm has developed initial plans and will be retained to develop construction documents and to manage the project once construction begins.

D. ACTIVITIES

The Town of Arlington through the Veterans Services Division of Health and Human Services hosts multiple events and programs at this site each year. As previously stated, the current conditions at the site make the space inaccessible to the majority of the residents that could benefit from these community programs. Additionally, with the proposed improvements to the space, ADA improvements and a natural shade canopy, the space will be available as a contemplative peaceful and accessible space for residents and visitors to the center of town. The project will address the last area in the center in need of upgrades adding to the recently upgraded Broadway Plaza and Jefferson Cutter House park projects.

E. OUTPUTS

All residents of Arlington, as well as visitors and business owners, will be able to enjoy a park that addresses climate change concerns, a significant improvement in accessing the park, providing sufficient seating for people to enjoy the park, and properly honor veterans with a new Honor Roll. The new park will achieve two major goals: the establishment of a new community park, and the ability to conduct Veterans Services ceremonies at the location while having older veterans able to attend. An indirect outcome will be a boost to businesses in the area given that people will be able to make better use of the park and surrounding areas.

F1. SHORT-TERM OUTCOMES

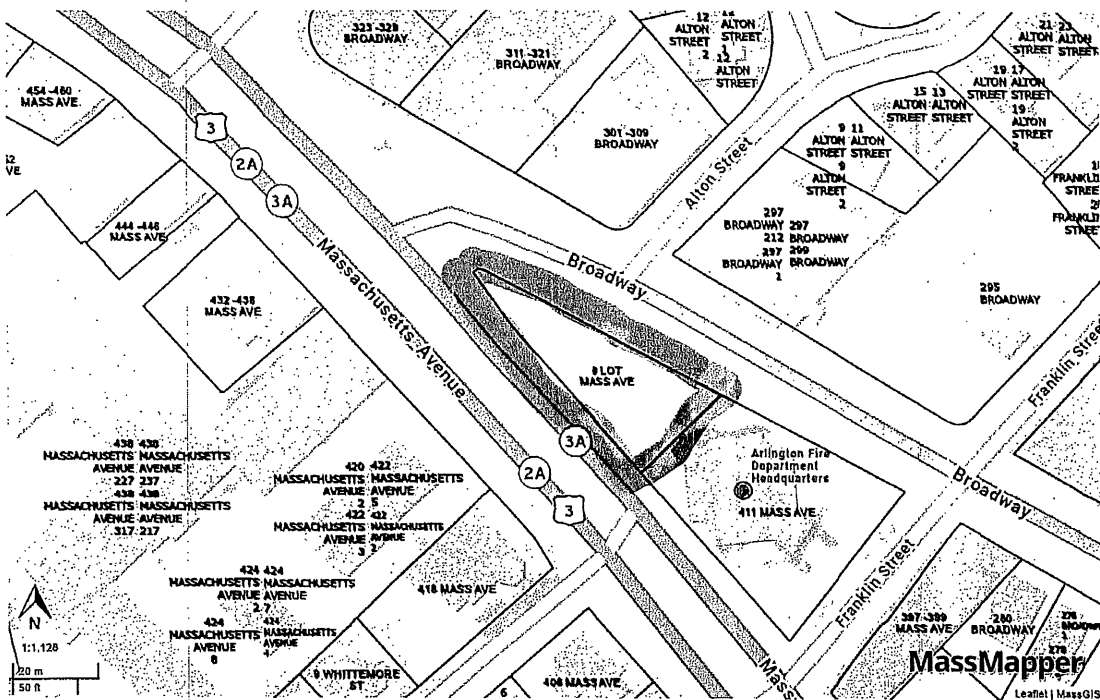
The short-term outcome will be a redesigned, ADA compliant park for residents to access and enjoy. This project also addresses local veteran's concerns related to the Honor Roll. The new construction will eliminate the threat of tripping hazards that currently exist as well as removal and replacement of dead and dying trees with trees that have been identified as those that will survive harsher weather and can provide adequate shade as well as storm water management.

F2. LONG-TERM OUTCOMES

The long-term results mirror those of the short-term: There are far reaching results that will positively impact the community by addressing the environmental issues previously noted and revitalizing a previously underdeveloped park. An expected long-term outcome is an improved center that will draw diverse businesses that will flourish.

Arlington Memorial Park

Property Tax Parcels





Honor Roll View
Arlington Veterans Park





Aerial View
Arlington Veterans Park



OFFICE OF THE SELECT BOARD

LENARD T. DIGGINS, CHAIR
DIANE M. MAHON, VICE CHAIR
JOHN V. HURD
STEPHEN W. DECOURCEY
ERIC D. HELMUTH



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

MEMORANDUM

TO: Jeffrey A. Chunglo
Director of Veterans' Services

FROM: Ashley Maher
Office Manager, Select Board Office

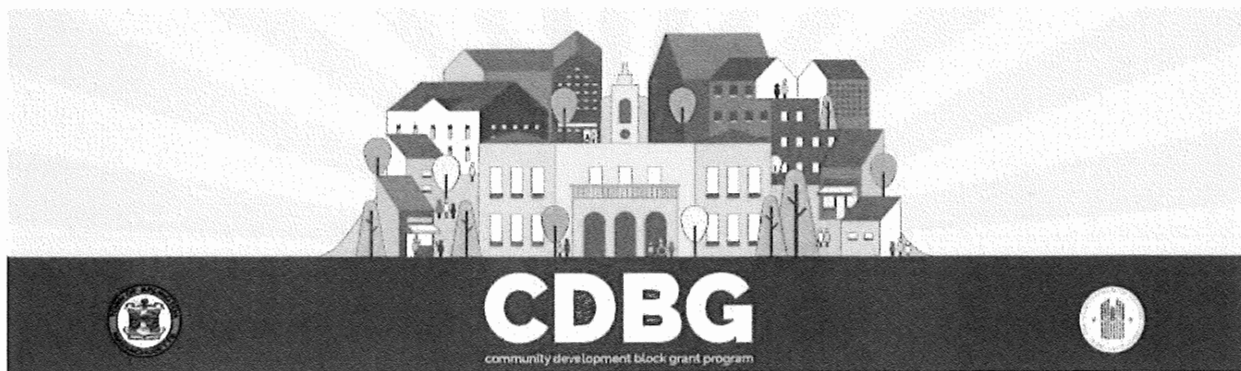
DATE: December 15, 2022

RE: Veteran Memorial Park Renovation Design

The Select Board at the meeting of November 7, 2022 voted to approve the Veteran Memorial Park Renovation Design.

Thank you.

AM



FUNDING APPLICATION FOR PROGRAM YEAR 49 (JULY 1, 2023 – JUNE 30, 2024)
PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information

A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

Agency/Organization: **Arlington Zero Waste committee**

Contact Name: **Larry Slotnick**

Title: **Co-chair**

Mailing Address: **94 Grafton Street, Arlington, MA 02474**

Email Address: **larry.slotnick@gmail.com**

Phone: **617-596-8617**

Universal Entity Identifier (UEI) #: **Arlington**

All entities receiving federal assistance must have a UEI #.

Registered on SAM.gov? ☒ Yes ☐ No

All entities receiving federal assistance must be registered on SAM.gov

Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)

☐ 501(c)3

☐ For-profit authorized under 570.201(o)

☐ Faith-based Organization

☒ Unit of Government

☐ Institution of Higher Education

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

Dept of Public Works, Facilities Dept

B. Project Information

Project Name: **Arlington on Tap**

Is this project new to your organization?

☐ Yes ☐ No

Anticipated Start Date: **1/5/23**

Anticipated End Date: **1/9/23**

Amount of Request: **\$16,000**

Project Address(es): **Mill Street/Minuteman Bikeway intersection**

C. Eligibility

National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.

Low/Moderate Income Benefit:

☐ Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area, where at least 33.33% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffiec.gov/FFIEGGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract: _____

☐ Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.

☐ Low/Moderate Housing (LMH): the activity provides or improve permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

Slum/Blight:

☐ Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☐ Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Urgent Need:

☐ Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

Beneficiaries:

Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

☐ All beneficiaries are Arlington residents

☒ **85** % of beneficiaries are Arlington residents

Does your project benefit any of the following demographics?

☐ Abused children

☐ Elderly persons (age 62 and older)

☐ Battered spouses

☐ Homeless persons

☐ Severely disabled adults (as defined by Bureau of Census*)

☐ Illiterate adults

☐ Persons living with AIDS

☐ Migrant farm workers

☐ Other (please specify): _____

Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.

Persons Served: ^{1000s} _____

Households Assisted: _____

Jobs Created: _____

Businesses Assisted: _____

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Arlington Town Meeting 2022 passed a bylaw that bans the sale of plain bottled water (in single-use plastic bottles), and the bylaw took effect November 1, 2022. Zero Waste Arlington, as we're known, has been working with DPW, Facilities and the Parks Dept since mid-2022 to identify outdoor locations that would be suitable for inclusion in our Arlington on Tap campaign. The purpose of AoT might be helpful. The purpose of AoT is to encourage the use of Arlington tap water, instead of single use disposable plastic water bottles, by creating a network of water bottle filling stations throughout Arlington's recreational and open spaces. A component of AoT is identifying a network of suitable outdoor locations for Elkay bottle filler units to be installed along the Minuteman Bikeway corridor, and then generating awareness of this new infrastructure among town residents and visitors. We collaborate in scoping out the details and identifying a suitable contractor to engineer and install the bottle filling station. Suitability typically means a place where pedestrians, joggers, stroller-pushers and cyclists are traversing intersections or gathering for a rest stop. The intersection of Mill Street at the Minuteman represents a very busy location, and we hope to collaborate with Intercontinental Real Estate, owners of Brigham Sq Apartments, on this project. Intercontinental owns the nearby plaza.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

The project will include locating and the design of the bottle filling station, sitework, and then installation of the bottle filler. DPW will typically perform maintenance of the installed units, which is primarily winterizing them and then turning them back on for service in the Spring. We will evaluate the success of the project by utilizing the annual Town Survey of residents and monitoring posts that ZWA will make on social media when the Mill Street refill station comes online. It is also possible that this bottle filler will be installed with a dedicated water meter, enabling easy monitoring of the water use.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- | | | |
|--|--|--|
| <input type="checkbox"/> Town of Arlington Master Plan | <input type="checkbox"/> Fair Housing Action Plan | <input type="checkbox"/> Net Zero Plan |
| <input type="checkbox"/> Housing Plan | <input checked="" type="checkbox"/> Open Space & Recreation Plan | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan | | |

Please explain which goals and/or strategies the proposed project advances:

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- ☐ Improve the Condition of Existing Housing: Provide decent, affordable housing
- ☐ Increase Economic Development Opportunities: Create economic opportunities
- ☒ Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
- ☐ Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- ☐ Town wide
- ☒ Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Community Availability:

Is the proposed project available from any other providers in the community?

- ☒ No, not available from other providers in the community
- ☐ Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

- ☐ 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- ☐ One (1) copy of agency's most recent financial audit
- ☐ One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

- ☐ Letters of Support
- ☐ Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
TOTAL PROPOSED BUDGET			

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction	16,000	4,000	20,000
Acquisition			
Appraisals/Studies			
Design			
Other:		2,000	2,000
Other:			
TOTAL PROPOSED BUDGET	16,000	6,000	22,000

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:	Comm of MA	6,000
Local:		Committed
Private:		
Total:	6,000	

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support. Intercontinental Real Estate is a property owner in the proposed area. They might provide in-kind support. This is to be determined.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.
Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ 16,000 = \$ 1.60 PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 10000

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

The project would have to be delayed if the CDBG requested amount is not funded, unless additional funds can be secured from the Commonwealth's earmarked funds account to Arlington. The Town of Arlington is utilizing the \$50,000 earmark from the Commonwealth's FY 2022/23 budget to install three bottle filling stations. One is already engineered and roughed-in at Hurd Field. We have two other planned (not publicized) locations at Uncle Sam's Plaza and Thorndike Field. Mill Street would be the fourth in what we envision as a network of eight locations.

Part III. Project Narrative Table

Using the prompts and questions provided on [page 6 of the Application Guide](#), complete the table below.

A. NEED STATEMENT	
<p>Water bottle filling stations will partially address the impact of the November 1, 2022 town-wide ban on the retail sale of plain bottled water. Zero Waste Arlington (ZWA), in early 2022, estimated this quantity of 12oz and 23.7oz bottles of water to be approximately 700,000 per year. The network of bottle-filling stations is part of ZWA's Arlington on Tap initiative that seeks to raise public awareness about the delicious taste and healthfulness of Arlington's tap water. Arlington's tap water's purity typically exceeds that of bottled water.</p>	
B. GOAL	
<p>Zero Waste Arlington's overall goal of Arlington on Tap is to make the carrying of a refillable water bottle a normal and practical behavior. We want it to become more socially and culturally acceptable. Even with Arlington's vibrant blue bin recycling program, the quantity of single-use plastic water bottles that are not recycled is very high because they are usually consumed away from the home where a blue bin is not convenient. Non-carbonated bottle water does not carry a redemption fee. They are often littered, and become harmful to the environment, marine life and, ultimately, human health, because this thin-walled plastic easily breaks down into microplastics.</p>	
C. INPUTS	
<p>Three of the Zero Waste committee's ten members (Larry Slotnick, Jim Ballin and Jennifer Campbell) are focused on the Arlington on Tap initiative. These folks were involved in putting forth Article 12 at 2022 Town Meeting, which created the bylaw to ban the retail sale of single-use bottled water. Since mid-2022 we have been collaborating with Jim Feeney, Joe Connelly, Mike Rademacher and Sandy Pooler to brainstorm and the launch the water bottle filling network. Just the planning around the Hurd Field installation has galvanized support from DPW and Rec around the whole concept of AoT. ZWA also worked with Rep. Sean Garballey during the legislative session in Spring 2022, and Sean was able to secure a \$50,000 earmark to Arlington explicitly for the installation of bottle filling stations.</p>	
D. ACTIVITIES	
<p>The Zero Waste Arlington website (www.zerowastearlington.org) is dedicating space to the bottled water ban and to Arlington on Tap. While presently we can only point to indoor bottle filling stations found in most of our municipal buildings, including our public schools, the site will add outdoor bottle filling stations to the map as they are installed. At Town Day in September 2022, ZWA provided a temporary water station, for free, that allowed Town Day visitors to refill their reusable water bottle. Prior to Town Day, the Town Day committee communicated through the Town's messaging system the existence of the ZWA-sponsored water station. The Town Day committee was so pleased with the 2022 effort that they are encouraging a more robust effort at Town Day 2023, with multiple stations and better pre-event messaging.</p>	
E. OUTPUTS	
<p>ZWA doesn't know how many Arlington residents regularly carry reusable water bottles. Our aim is to make this a predominant behavior for folks who are away from their home and in Arlington for more than an hour or two. ZWA is also performing in-person outreach to take-out restaurants to meet with owners and managers about offering refills of a customer's reusable bottle. Restaurants and cafes that embrace this service are awarded with an AoT window sticker, and with acknowledgement on the ZWA website and an AoT logo file for their website.</p>	
F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
<p>Arlington residents and visitors will see outdoor drinking water stations during their regular travels. This will encourage households to maintain a collection of reusable water bottles to serve varying needs, and to start using them!</p>	<p>Arlington residents and visitors appreciate the quality of our tap water, and expect it to be publicly accessible with any reusable water bottle. The refill stations are seen as a valued amenity that the Town provides in order to make the healthiest beverage widely available without incurring the social and environmental cost of single-use, disposable plastic bottles.</p>



FUNDING APPLICATION FOR PROGRAM YEAR 49 (JULY 1, 2023 – JUNE 30, 2024)
PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information	
A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)	
Agency/Organization: Arlington Boys & Girls Club	
Contact Name: Derek Curran	Title: Executive Director
Mailing Address: 60 Pond Lane	
Email Address: dcurran@abgclub.org	Phone: 781-648-1617
Universal Entity Identifier (UEI) #: KUQ3FW7NUQ <small>All entities receiving federal assistance must have a UEI #.</small>	Registered on SAM.gov? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>All entities receiving federal assistance must be registered on SAM.gov</small>
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input checked="" type="checkbox"/> 501(c)3	<input type="checkbox"/> For-profit authorized under 570.201(o)
<input type="checkbox"/> Faith-based Organization	<input type="checkbox"/> Unit of Government
<input type="checkbox"/> Institution of Higher Education	
Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.	
B. Project Information	
Project Name: Scholarship Program	Is this project new to your organization? <input type="radio"/> Yes <input checked="" type="radio"/> No
Anticipated Start Date: 7/1/23	Anticipated End Date: 6/30/24
Amount of Request: \$20,000	Project Address(es): 60 Pond Lane
C. Eligibility	
National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.	
Low/Moderate Income Benefit:	
<input type="radio"/> Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area, where at least 33.33% of the residents make a low- or moderate-income. Please refer to the map located at https://geomap.ffiec.gov/FFIECGeoMap/geocodeMap1.aspx to determine your activity's census tract code. Census Tract: _____	
<input type="radio"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="radio"/> Low/Moderate Housing (LMH): the activity provides or improve permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="radio"/> Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.	
Slum/Blight:	
<input type="radio"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="radio"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Urgent Need:	
<input type="radio"/> Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.	
Beneficiaries:	
Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.	
<input type="checkbox"/> All beneficiaries are Arlington residents	
<input checked="" type="checkbox"/> 75 % of beneficiaries are Arlington residents	
Does your project benefit any of the following demographics?	
<input type="checkbox"/> Abused children	<input type="checkbox"/> Elderly persons (age 62 and older)
<input type="checkbox"/> Homeless persons	<input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)
<input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Migrant farm workers
<input type="checkbox"/> Battered spouses	
<input type="checkbox"/> Illiterate adults	
<input type="checkbox"/> Other (please specify): _____	
Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.	
Persons Served: 55	Households Assisted: 35
Jobs Created: _____	Businesses Assisted: _____

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

The proposed funding will allow the Club to continue serving families who need financial assistance for child care and other programs. Each year becomes increasingly difficult for families to provide care for their children while they are at work. The requested funding will allow the Club to continue to provide top quality child care programs to children and families who need a helping hand.

The Club prides itself on having programs that help enhance the lives of children and help shape their future.

The Club offers a broad range of programs in the following five core National Boys & Girls Club program areas; Character and Leadership Development, Education and Career Development, Health and Life Skills, the Arts, and Sports, Fitness, and Recreation.

All programs are designed to work towards positive outcomes for youth and reinforce necessary life skills.

When children are at the Club, parents know that their children are in a safe place receiving positive direction from a caring and dedicated staff.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

We were able to use all of our funds to support many families that needed financial support. We take great pride in not turning away families due to financial constraints. By supporting those who need us most, children are getting valuable time participating in activities that enrich their lives.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

There will be a designated staff member assigned to admin the Scholarship program. This person will be responsible for collecting the necessary information from families seeking financial assistance and will ensure that all income criteria is met. This person will also be responsible for ensuring that the children/families receiving CDBG funds are having a positive experience here at the Arlington Boys & Girls Club.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

☒ Town of Arlington Master Plan

☐ Fair Housing Action Plan

☐ Net Zero Plan

☐ Housing Plan

☐ Open Space & Recreation Plan

☐ Other _____

☐ Connect Arlington Sustainable Transportation Plan

Please explain which goals and/or strategies the proposed project advances:

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

☐ Improve the Condition of Existing Housing: Provide decent, affordable housing

☐ Increase Economic Development Opportunities: Create economic opportunities

☐ Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments

☒ Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

☒ Town wide

☐ Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Community Availability:

Is the proposed project available from any other providers in the community?

☒ No, not available from other providers in the community

☐ Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

☐ 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)

☐ One (1) copy of agency's most recent financial audit

☐ One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

☐ Letters of Support

☐ Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Scholarships for Families	20,000		
TOTAL PROPOSED BUDGET	20,000		20,000

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source		Amount	Committed or Pending
Other Federal:			
State:			
Local:			
Private:	Club Supporters	5,000	5,000
Total:		5,000	5,000

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.
Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

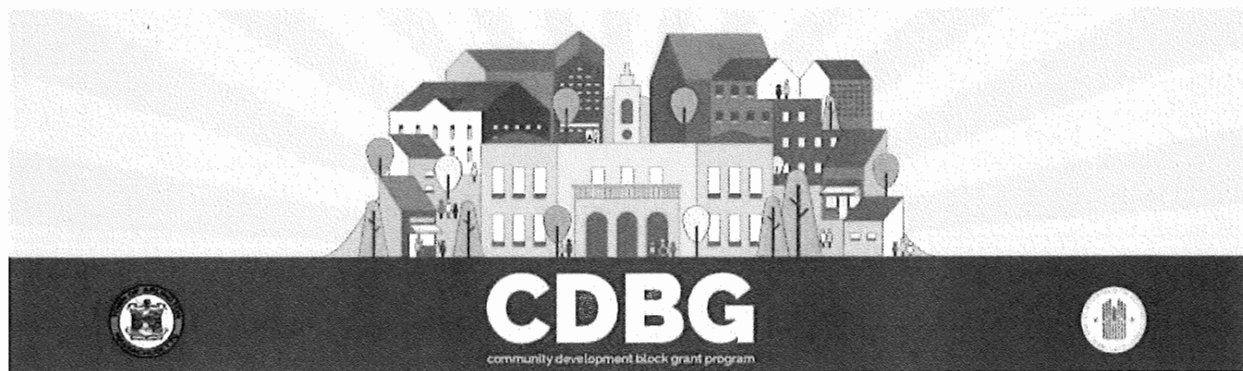
TOTAL CDBG REQUEST AMOUNT: \$ 20,000 = \$ 400 PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: #5,000

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

Part III. Project Narrative Table

Using the prompts and questions provided on [page 6 of the Application Guide](#), complete the table below.

A. NEED STATEMENT	
<p>In Arlington many households consist of single parent families or families in which both parents work. As a result children often times may be at home unsupervised during out of school time. This puts children at risk for sedentary screen time, poor food choices, and high-risk social behavior. Being able to provide quality programs for children who may otherwise be at home truly exemplifies what our mission is which is to enable all children, especially those who need us most, to realize their full potential as caring and responsible citizens.</p>	
B. GOAL	
<p>The Club aims to provide a safe place for children where they can have fun and enjoy a positive experience surrounded by their friends and a caring staff. While at the Club children can take part in a wide range of activities that focus on leadership, character development, education, health and life skills, sports, fitness, and recreation.</p>	
C. INPUTS	
<p>The Club will have a designated staff member assigned to administer the Scholarship Program. This person will be responsible for collecting the necessary information from families seeking financial assistance as well as ensuring that all income criteria is met. All records will be kept in a secure location at the Arlington Boys & Girls Club. Scholarships are granted on a first come first serve basis. Scholarship recipients use funds immediately for programs, usually during summer months.</p> <p>The Club will reach target population by working with other youth agencies, schools, Arlington Youth Consultation Center, and Department of Children and Families. Other avenues that Club will take to reach target population will include Facebook, Arlington Patch, and the Arlington Advocate. Flyer's regarding Club programming will also be placed in and around Arlington.</p> <p>100% of the allotted CDBG funds will go directly to our scholarship eligible families. The Club will take on all administrative costs associated with CDBG funds.</p>	
D. ACTIVITIES	
<p>Affordable childcare would be the major activity to be conducted with the use of CDBG scholarship funds. These funds are primarily used during the summer, with the exception being the last two years due to the pandemic. As a result of the pandemic, CDBG funds have been used for summer programs, as well as during the school year with our ABC Preschool Program, Afterschool Program, and other activities here at the Club.</p> <p>We fully anticipate using the funds, should we receive them this year, for our Summer programs. We are expecting our enrollment to be at or near full capacity, which in turn will result in a far greater need for financial assistance for many families who need care throughout the day during the summer months.</p> <p>Our summer programs are offered for children ages 3 to 17. They are:</p> <ul style="list-style-type: none"> Creative Explorer program for children ages 2.9 to 5. This is a half day program. Kids Zone program for children ages 5 to 9. This is a full day program. Boating Exploration for children ages 8 to 12. This is a half day program offered in the morning and afternoon. Club Kids Program. This is a drop-in program for children ages 6 to 17. This program is offered 9:00am to 4:45pm for members who want to "drop-in" and participate in Club activities such as the games room, gym, pool etc... 	
E. OUTPUTS	
<p>We anticipate providing financial assistance to over fifty children from approximately thirty to thirty-five families.</p>	
F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
<p>Parents and children learn that the Club is a safe place for their child.</p> <p>Childrens self-help skills are developed and enhanced through daily participation in Club activities.</p> <p>Children learn how to cooperate with each other in a group setting.</p> <p>Children are introduced to Club programs and activities.</p>	<p>Children and parents have a positive experience at the Arlington Boys & Girls Club and return for more Club programming.</p>



FUNDING APPLICATION FOR PROGRAM YEAR 49 (JULY 1, 2023 – JUNE 30, 2024)
PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information	
A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)	
Agency/Organization: Arlington Boys & Girls Club	
Contact Name: Derek Curran	Title: Executive Director
Mailing Address: 60 Pond Lane	
Email Address: dcurran@abgclub.org	Phone: 781-648-1617
Universal Entity Identifier (UEI) #: KUQ3FW7NUQ <small>All entities receiving federal assistance must have a UEI #.</small>	
Registered on SAM.gov? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>All entities receiving federal assistance must be registered on SAM.gov</small>	
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input checked="" type="checkbox"/> 501(c)3 <input type="checkbox"/> For-profit authorized under 570.201(o) <input type="checkbox"/> Faith-based Organization <input type="checkbox"/> Unit of Government <input type="checkbox"/> Institution of Higher Education	
Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.	
B. Project Information	
Project Name: Swim Safety	Is this project new to your organization? <input type="radio"/> Yes <input checked="" type="radio"/> No
Anticipated Start Date: 7/1/23	Anticipated End Date: 6/30/24
Amount of Request: \$20,000	Project Address(es): 60 Pond Lane
C. Eligibility	
National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.	
Low/Moderate Income Benefit:	
<input type="radio"/> Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area, where at least 33.33% of the residents make a low- or moderate-income. Please refer to the map located at https://geomap.ffiec.gov/FFIEGGeocMap/geocodeMap1.aspx to determine your activity's census tract code. Census Tract: _____	
<input checked="" type="radio"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="radio"/> Low/Moderate Housing (LMH): the activity provides or improve permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="radio"/> Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.	
Slum/Blight:	
<input type="radio"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="radio"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Urgent Need:	
<input type="radio"/> Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.	
Beneficiaries:	
Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.	
<input type="checkbox"/> All beneficiaries are Arlington residents <input checked="" type="checkbox"/> 75 % of beneficiaries are Arlington residents	
Does your project benefit any of the following demographics?	
<input type="checkbox"/> Abused children <input type="checkbox"/> Homeless persons <input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Elderly persons (age 62 and older) <input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*) <input type="checkbox"/> Migrant farm workers
<input type="checkbox"/> Battered spouses <input type="checkbox"/> Illiterate adults <input type="checkbox"/> Other (please specify): _____	
Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.	
Persons Served: 100	Households Assisted: 50
Jobs Created: _____	Businesses Assisted: _____

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

This swim safety program is being offered to children and families to increase awareness of the importance of being safe when in and around the water. Classes will cover general water safety, home pool water safety, and sun safety with emphasis placed on swimming safely in pools, lakes, rivers and streams as well as rip tides. To quote the American Red Cross, "it only takes a moment. A child or weak swimmer can drown in the time it takes to reply to a text, check a fishing line or apply sunscreen." Having the only recreational indoor swimming pool in Arlington and residing right on Spy Pond, we feel it is of the utmost importance that children and families are aware of swim safety measures that can save lives when around bodies of water.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

We will be running our swim safety program during April, May, and June of this year. We will be working with the Housing Authority in the coming weeks to get the word out to families in the Arlington Housing community to let them know about the swim safety program. We are anticipating a great response and look forward to our swim safety sessions.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

Our Aquatics Director will lead this initiative and be assisted by certified swim instructors who will provide instruction to children and families.

Administrative staff will be tasked with tracking enrollment of those from low to moderate income households.

Children and families will receive a certificate of completion which will provide a safety checklist consisting of important swim safety skills to remember.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

☒ Town of Arlington Master Plan

☐ Fair Housing Action Plan

☐ Net Zero Plan

☐ Housing Plan

☐ Open Space & Recreation Plan

☐ Other _____

☐ Connect Arlington Sustainable Transportation Plan

Please explain which goals and/or strategies the proposed project advances:

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

☐ Improve the Condition of Existing Housing: Provide decent, affordable housing

☐ Increase Economic Development Opportunities: Create economic opportunities

☐ Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments

☒ Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

☒ Town wide

☐ Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Community Availability:

Is the proposed project available from any other providers in the community?

☒ No, not available from other providers in the community

☐ Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

☐ 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)

☐ One (1) copy of agency's most recent financial audit

☐ One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

☐ Letters of Support

☐ Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Scholarships for Families	5,000		
TOTAL PROPOSED BUDGET	5,000		5,000

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Total:		

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program. Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ 5,000 = \$ 50 PER BENEFICIARY
 TOTAL NUMBER OF PROPOSED BENEFICIARIES: # _____

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

Part III. Project Narrative Table

Using the prompts and questions provided on [page 6 of the Application Guide](#), complete the table below.

A. NEED STATEMENT	
<p>As stated previously, the Club has the only indoor swimming pool in town for recreational use and being located right on Spy Pond, with that carries a responsibility to ensure that as many children as possible learn about the importance of being safe in and around water.</p> <p>According to the Centers for Disease Control, drowning is a leading cause of death for children. For children ages 1 to 14, the CDC states that "drowning is the second leading cause of unintentional injury death after motor vehicle crashes".</p> <p>Knowing how to swim and being safe around water are life skills that stay with you forever.</p>	
B. GOAL	
<p>Our goal is to enroll 100 children, parents, caregivers into this swim safety program.</p> <p>Our American Red Cross Certified Instructors will share their knowledge and training to make sure participants will know how to be safe while being in and around water.</p>	
C. INPUTS	
<p>The Aquatics Director will be assigned the responsibility of overseeing the Swim Safety Program. She is an American Red Cross Instructor and Instructor Trainer. She will designate lifeguards to be in charge of designated stations where they will follow a lesson plans demonstrating proper ways to execute safety techniques and skills. Participants will be monitored to ensure proper execution.</p> <p>The Club will reach it's target population by working with other youth agencies, schools, Arlington Youth Consultation Center, and Department of Children and Families. Other avenues we will take to reach our target population include contacting the Arlington Housing Authority to see how we can connect with families and make them aware of this swim safety program. Other targets will include Facebook, Arlington Patch, the Arlington Advocate as well as other community marketing platforms.</p> <p>In regards to the swim safety program curriculum, materials from American Red Cross will be used. Equipment such as rescue tubes, life-jackets, inflatable rafts, CPR "manikins", laminated skill sheets, and WHALE tales stickers. Whale tale stickers are stickers that help children and families remember safety teaching cues that are taught throughout the swim safety session.</p>	
D. ACTIVITIES	
<p>The swim safety program will consist of 3 class lessons; General Water Safety, Home Pool Safety, and Sun Safety. These lessons will teach children and families the importance of knowing how to safely play in and around water. Each lesson will offer a range of teaching topics.</p> <p>For General Water Safety lesson, topics that will be covered include; importance of learning how to swim and water safety education, watching children in around the water, and water safety activities.</p> <p>For Home Pool Water Safety, topics that will be covered include; reaching, throwing or wading assists, calling for emergency help; Circle of drowning prevention;</p> <p>For Sun Safety lessons, topics to be covered include: Skin damage by the sun, importance of sunscreen, steps to reduce exposure to UV rays, eye damage by the sun.</p> <p>Examples of activities that will take place in the water include:</p> <p>"Reach or Throw don't go" - participants will use a rescue tube to extend out to help an active drowning victim.</p> <p>"Think so you don't sink" - tools and techniques to use when a swimmer finds them-self getting tired in deep water.</p> <p>"Recognizing distressed swimmer" - swimmer that can no longer make any forward motion.</p> <p>Participants will be spaced out in the pool area. Colored cones will be used to maintain distance from others. Participants will also be provided their own equipment.</p>	
E. OUTPUTS	
<p>We anticipate being able to offer this swim safety program to 100 participants.</p>	
F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
<p>Recognize the importance of water safety training.</p> <p>Identify steps to take to remain safe in, on and around water.</p> <p>Identify steps to take to keep their family and guests safe at a home pool.</p> <p>Be able to perform reaching, throwing or wading assists.</p> <p>Understand how sunscreen prevents sunburn and helps prevent skin cancer.</p> <p>Recognize the importance of being sun safe.</p>	<p>Children and families feel more confident around the water and in the sun.</p> <p>An understanding that being aware of your surroundings when around any body of water is extremely important.</p> <p>Confident to share safety information and skills with others.</p>



FUNDING APPLICATION FOR PROGRAM YEAR 49 (JULY 1, 2023 – JUNE 30, 2024)
PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information	
A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)	
Agency/Organization: Arlington Center for the Arts	
Contact Name: Tom Formicola	Title: Executive Director
Mailing Address: 20 Academy St, Arlington, MA 02476	
Email Address: tom@acarts.org	Phone: 781-648-6220
Universal Entity Identifier (UEI) #: TKQ8CJHWJ1G7	Registered on SAM.gov? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
All entities receiving federal assistance must have a UEI #.	
All entities receiving federal assistance must be registered on SAM.gov.	
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input checked="" type="checkbox"/> 501(c)3 <input type="checkbox"/> For-profit authorized under 570.201(o) <input type="checkbox"/> Faith-based Organization <input type="checkbox"/> Unit of Government <input type="checkbox"/> Institution of Higher Education	
Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.	
B. Project Information	
Project Name: Scholarship program at ACA	Is this project new to your organization? <input type="radio"/> Yes <input checked="" type="radio"/> No
Anticipated Start Date: 7/1/23	Anticipated End Date: 6/30/24
Amount of Request: \$5,000	Project Address(es): 20 Academy St, Arlington
C. Eligibility	
National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.	
Low/Moderate Income Benefit:	
<input type="radio"/> Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area, where at least 33.33% of the residents make a low- or moderate-income. Please refer to the map located at https://geomap.flic.gov/FFIECGeocMap/geocodeMap1.aspx to determine your activity's census tract code. Census Tract: _____	
<input checked="" type="radio"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="radio"/> Low/Moderate Housing (LMH): the activity provides or improve permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="radio"/> Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.	
Slum/Blight:	
<input type="radio"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="radio"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Urgent Need:	
<input type="radio"/> Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.	
Beneficiaries:	
Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.	
<input checked="" type="checkbox"/> All beneficiaries are Arlington residents <input type="checkbox"/> _____ % of beneficiaries are Arlington residents	
Does your project benefit any of the following demographics?	
<input type="checkbox"/> Abused children <input type="checkbox"/> Elderly persons (age 62 and older) <input type="checkbox"/> Battered spouses <input type="checkbox"/> Homeless persons <input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*) <input type="checkbox"/> Illiterate adults <input type="checkbox"/> Persons living with AIDS <input type="checkbox"/> Migrant farm workers <input checked="" type="checkbox"/> Other (please specify): EBT, WIC, Connector Care recipients	
Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.	
Persons Served: 15	Households Assisted: _____ Jobs Created: _____ Businesses Assisted: _____

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Arlington Center for the Arts is committed to making its programs accessible to as broad-ranging and diverse an audience as possible – particularly people from underserved communities. We offer need-based financial assistance for students of all ages. Eligible students may receive scholarships of 50% or 100% off the price of a class or camp tuition. Arlington Center for the Arts is proud to participate in the Card to Culture program, a collaboration between Mass Cultural Council, the Department of Transitional Assistance, the Massachusetts Health Connector, and the Women, Infants & Children (WIC) Nutrition Program. Electronic Benefits Transfer, WIC and Connector Care card holders automatically qualify for tuition assistance from Arlington Center for the Arts as funds allow. Alternatively, applicants can submit a copy of their latest tax return to demonstrate financial need; applicants whose gross household income falls below 65% of the Massachusetts median gross household income, based on household size also qualify for tuition assistance/scholarships.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

Arlington Center for the Arts will utilize several methods to evaluate the progress and results of our program. We will track the number of applicants, the number of scholarships awarded and how many recipients completed the class or camp successfully. We will also utilize surveys for recipients regarding ease of application process and class experience, as well as gather anecdotal data through conversations with recipients.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Town of Arlington Master Plan | <input type="checkbox"/> Fair Housing Action Plan | <input type="checkbox"/> Net Zero Plan |
| <input type="checkbox"/> Housing Plan | <input type="checkbox"/> Open Space & Recreation Plan | <input checked="" type="checkbox"/> Other Arlington Arts & Culture Action Plan |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan | | |

Please explain which goals and/or strategies the proposed project advances:

Arlington town goals # 1,2,3,5
Arts and Culture Action plan # 4

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- ☐ Improve the Condition of Existing Housing: Provide decent, affordable housing
☐ Increase Economic Development Opportunities: Create economic opportunities
☐ Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
☒ Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- ☒ Town wide
☐ Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Community Availability:

Is the proposed project available from any other providers in the community?

- ☒ No, not available from other providers in the community
☐ Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

- ☒ 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
☒ One (1) copy of agency's most recent financial audit
☒ One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

- ☐ Letters of Support
☒ Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A CDBG Funds Requested	B Other Funding	A+B Total Proposed Budget
Scholarship Fund	\$5,000	\$5,000	\$10,000
TOTAL PROPOSED BUDGET	\$5,000	\$5,000	\$10,000

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A CDBG Funds Requested	B Other Funding	A+B Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:	Individual donors	\$5,000
Total:		pending

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support. ACA's existing scholarship fund has benefited the community for several years. Funding is pending in ACA's new fiscal year.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program. Example: \$10,000 funding request / 100 proposed beneficiaries = \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$5,000 = \$ 333 PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: #15

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

If the project is funded at a lower amount, less scholarships will be awarded. We hope to double the amount of scholarships we currently give community members through this grant.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT

According to a report from the Metropolitan Area Planning Council (MAPC), in Arlington, 11%, 8.2%, and 8.3% of households are extremely low, very low, and low income, respectively. Scholarships provide financial assistance to students from such households who would otherwise be unable to afford tuition fees for classes at Arlington Center for the Arts (ACA).

B. GOAL

ACA believes the arts are essential to the quality of life in Arlington, providing social and educational benefits, and must be diverse, equitable, inclusive, and accessible. We believe that everyone should have the opportunity to learn, connect, and celebrate through the arts. ACA's scholarship program expands cultural access for low-income students of all ages. EBT, WIC and Connector Care card holders automatically qualify for tuition assistance from ACA as funds allow. Beyond that, students who can verify that their household income falls below 65% of the Massachusetts median gross household income also qualify for tuition assistance.

C. INPUTS

As a Card to Culture program participant, ACA receives training, communications, and policy support from Mass Cultural Council. Also, the partner agencies administering these cards promote ACA's participation in this program to their constituents who may benefit. ACA's scholarship program is administered by Michael Mahin, ACA Student Services Manager who works in collaboration with Aneise Ruggles, ACA Communications Director, to promote opportunities. Contributions from individual donors to ACA's scholarship fund totaled \$3,500 last year. In fact, ACA awarded more than that – \$4,280 in 13 full and partial scholarships to 6 children, 2 teenagers, and 1 adult (including a couple of repeaters) from low-income households.

D. ACTIVITIES

Students who received scholarships last year participated in art classes and vacation arts camp programs. ACA strives to transform lives and build community through the arts, and we pride ourselves on offering high quality experiences for all community members. Our instructors are carefully chosen to help students learn new techniques and expand their skill sets in a creative, supportive, and inclusive classroom. ACA welcomes learners of all ages and abilities and encourages students to try something new or hone their skills through continuing practice. Programs include drawing, painting, mixed media, ceramics, and more. ACA is aware that public health guidance regarding COVID continues to change and evolve. All current policies are subject to change, in order to best align with current guidance and to preserve the safety of all of our constituents.

E. OUTPUTS

A grant of \$5,000 would enable ACA to provide scholarships to approximately 12-15 students from low-income households in Arlington.

F1. SHORT-TERM OUTCOMES

Creating art can be beneficial for all ages. It can help children be better learners and improve the quality of life for seniors. The creative process relieves stress, encourages creative thinking, boosts self-esteem, and provides a sense of accomplishment. By removing the financial burden of having to pay for high quality arts classes and camps, we can create more equitable experiences for community members that traditionally have not had access. Art and creativity are often misrepresented as luxuries and inaccessible to those who do not possess the right information to bypass long standing socio-economic barriers. Access to arts programming is an essential part of a healthy and thriving community.

F2. LONG-TERM OUTCOMES

Art-making can also create opportunities for building community, deepening cultural understanding, and encouraging civic engagement. Through access to creativity and learning spaces focused on the arts, participants can improve health and well-being through cultural participation. ACA's scholarship programs will expand access for low income households to experience the arts and make culture accessible to a wider range of Arlington residents. Another long term outcome would be increased participation in other ACA community-wide events and programs, including Arlington Porchfest and Arlington Open Studios.



FUNDING APPLICATION FOR PROGRAM YEAR 49 (JULY 1, 2023 – JUNE 30, 2024)
PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information

A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

Agency/Organization: **Arlington Center for the Arts**

Contact Name: **Tom Formicola**

Title: **Executive Director**

Mailing Address: **20 Academy St, Arlington, MA 02476**

Email Address: **tom@acarts.org**

Phone: **781-648-6220**

Universal Entity Identifier (UEI) #: **TKQ8CJHWJ1G7**

Registered on SAM.gov? ☒ Yes ☐ No

All entities receiving federal assistance must have a UEI #.

All entities receiving federal assistance must be registered on SAM.gov

Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)

☒ 501(c)(3) ☐ For-profit authorized under 570.201(o) ☐ Faith-based Organization ☐ Unit of Government ☐ Institution of Higher Education

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

Arlington Housing Authority

B. Project Information

Project Name: **Arts program at Arlington Housing Authority sites**

Is this project new to your organization?

☒ Yes ☐ No

Anticipated Start Date: **10/1/23**

Anticipated End Date: **5/31/24**

Amount of Request: **\$15,000**

Project Address(es): **4 Winslow St, 54 Medford St.
8 Summer St, 2 Fremont Ct, 16-38 Drake Rd.**

C. Eligibility

National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check **ONE** box.

Low/Moderate Income Benefit:

☐ **Low/Moderate Income Area Benefit (LMA):** the activity meets the needs of persons residing in a specific area, where at least 33.33% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.fiec.gov/FFIECGeoMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract: _____

☒ **Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS

☐ **Low/Moderate Housing (LMH):** the activity provides or improve permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ **Low/Moderate Jobs (LMJ):** the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

Slum/Blight:

☐ **Slum or Blighted Area (SBA):** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☐ **Spot Blight (SBS):** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Urgent Need:

☐ **Urgent Need:** the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

Beneficiaries:

Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

☒ All beneficiaries are Arlington residents

☐ _____ % of beneficiaries are Arlington residents

Does your project benefit any of the following demographics?

☐ Abused children

☒ Elderly persons (age 62 and older)

☐ Battered spouses

☐ Homeless persons

☒ Severely disabled adults (as defined by Bureau of Census*)

☐ Illiterate adults

☐ Persons living with AIDS

☐ Migrant farm workers

☐ Other (please specify): _____

Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.

Persons Served: **600**

Households Assisted: _____

Jobs Created: **5**

Businesses Assisted: _____

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Arlington Center for the Arts, in partnership with Arlington Housing Authority, is bringing arts programming into the community through on-site programs at each of the Arlington Housing Authority sites. A monthly arts program at Menotomy Manor, Drake Village, Cusack Terrace, Winslow Towers and Chestnut Manor from October 2023- May 2024 will allow residents to access quality programming in their own backyard. Programming will be co-created with the Tenant Associations at every site to ensure it fits the needs and wants of each unique community.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

Arlington Center for the Arts will utilize both qualitative and quantitative methods to evaluate project progress. We will track the number of participants by location and by program as well as the number of repeat participants by location and by program. We will also gather program and instructor evaluations to garner feedback about their respective experiences, ideas for new programs, as well as accessibility factors. Through regular contact with Tenant Associations and Arlington Housing Authority, we can gather anecdotal feedback and make adjustments.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Town of Arlington Master Plan | <input type="checkbox"/> Fair Housing Action Plan | <input type="checkbox"/> Net Zero Plan |
| <input type="checkbox"/> Housing Plan | <input type="checkbox"/> Open Space & Recreation Plan | <input type="checkbox"/> Other <u>Arlington Arts and Culture Action Plan</u> |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan | | |

Please explain which goals and/or strategies the proposed project advances:

Arlington town goals # 1, 2, 3, 5
Arts and Culture Action plan goals # 4, 5

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- | |
|---|
| <input type="checkbox"/> Improve the Condition of Existing Housing: Provide decent, affordable housing |
| <input type="checkbox"/> Increase Economic Development Opportunities: Create economic opportunities |
| <input type="checkbox"/> Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments |
| <input checked="" type="checkbox"/> Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments |

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- | |
|---|
| <input type="checkbox"/> Town wide |
| <input checked="" type="checkbox"/> Specific Area – Which block group(s)/census tract(s) is/are the project located in? |

3567.03, 3564, 3563, 3565

Community Availability:

Is the proposed project available from any other providers in the community?

- | |
|--|
| <input checked="" type="checkbox"/> No, not available from other providers in the community |
| <input type="checkbox"/> Yes, available from other providers in the community (please explain _____) |

E. Attachments

The following attachments must accompany this proposal:

- | |
|--|
| <input checked="" type="checkbox"/> 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS) |
| <input checked="" type="checkbox"/> One (1) copy of agency's most recent financial audit |
| <input checked="" type="checkbox"/> One (1) copy of agency's MA Certificate of Good Standing |

The following attachments are optional and may be used to supplement your proposal:

- | |
|--|
| <input checked="" type="checkbox"/> Letters of Support |
| <input type="checkbox"/> Resumes, brochures, newspaper articles, or other organizational marketing materials |

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A CDBG Funds Requested	B Other Funding	A+B Total Proposed Budget
Teaching Artists	\$6,000	\$0	\$6,000(\$50/hr incl. prep/plan)
Materials for participants	\$6,000	\$0	\$6,000(\$150/program)
project adminstration	\$3,000	\$4,500	\$7,500(\$50/hr @ 150 hrs)
TOTAL PROPOSED BUDGET	\$15,000	\$4,500	\$19,500

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A CDBG Funds Requested	B Other Funding	A+B Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project. If applicable, (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:	ACA Annual Fund	\$4,500 pending
Total:		

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support. Funds are pending in ACA's new fiscal year

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program. Example: \$10,000 funding request / 100 proposed beneficiaries = \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ 15,000 = \$ 25 PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 600

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

This project is scalable in several ways. If the project is funded at a lower amount, we can reallocate resources to offer programs at fewer sites, or less frequently

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT	
<p>A recent study conducted by Animating Democracy (a program of Americans for the Arts) emphasizes the importance of encouraging creative thinking and leveraging creative expression through arts partnerships to build healthy and vibrant communities. Such partnerships have the power to advance diversity, equity, and inclusion and create a platform for connectivity and cohesiveness. Unfortunately, there are significant barriers that often prevent participation in the arts, including transportation and personal income, as well as individuals not knowing where to start or even feeling comfortable trying something new. Tenants of Arlington Housing Authority (AHA), including seniors and families, have not traditionally had access to consistent arts programming. While there may be some programs of interest that take place off site, and for which seniors could arrange transportation, many do not feel comfortable leaving the safety and familiarity of their everyday surroundings. The concept of aging in place is important to the organizations that serve them, including the AHA and the Council on Aging. Families at AHA also struggle with similar challenges which are made even more complicated by work schedules and their concerns about childcare.</p>	
B. GOAL	
<p>The lack of access to high quality arts programming by AHA tenants will be addressed through the thoughtful and consistent delivery of meaningful projects at five sites from October 2023 through May of 2024. In all, ACA will offer 10-20 seats at each of 40 free programs, lasting up to two-hours over the course of 8 months. Bringing arts education to AHA tenants aligns with the CDBG Consolidated Plan goal of increasing access to education and creating suitable living environments. Projects will be designed to nurture the creativity and talents of participating tenants in welcoming and safe spaces, fostering a sense of belonging and community pride. One hundred percent (100%) of project participants will be low and moderate income. All residents of AHA housing are income certified annually. ACA recognizes it will take time to build rapport and develop relationships with tenants. Our active listening and close work with the AHA staff and tenants at each site will inform our co-creation of activities and experiences that particularly suit the wants and needs expressed by stakeholders. Additionally, we hope to build organic relationships through the employment of artists who live in AHA housing as instructors of the programs, aligning with the CDBG Consolidated Plan goal of increasing access to jobs. In our conversations with AHA staff, several residents were mentioned as potential teachers.</p>	
C. INPUTS	
<p>Through our partnership with the AHA, ACA will gain access to institutional knowledge and expertise about how to choose topics and manage program logistics that best support the specific populations to be served. There are community rooms at each of the AHA sites, and we will have access to them to offer our programs. ACA will arm AHA partners with promotional materials to share with residents and build participation in the programs, supplementing ACA's own efforts through our existing channels. Della Thamish, ACA Programs Manager, will serve as the primary liaison to AHA. She will work closely with the Tenants Association at each site to ensure that programming reflects the needs of the community. Cat Beaudoin, ACA Education and Programs Director, will be responsible for recruiting and hiring teaching artists for each of the 40 programs. Cat will also provide support for teaching artists as they develop their lessons and ensure the accessibility of offerings. Pam Shanley, ACA Operations Director, is responsible for obtaining supplies for programming in consultation with teaching artists. Pam also brings decades of experience teaching communities across the country and is a valuable resource for the project. Tom Formicola, ACA Executive Director is responsible for grant reporting and managing the financial components of the project, as well as providing oversight for project planning and execution.</p>	
D. ACTIVITIES	
<p>ACA will host a total of 40 arts programs over the course of 8 months at five Arlington Housing Authority sites. These programs will be free and open to all interested tenants. Programs will be created with input from AHA staff and Tenants Associations. Program offerings could include drawing, watercolor, collage, and more. Each program will be up to 2 hours long, and materials will be provided. ACA, in consultation with AHA, will be responsible for the planning and implementation of the programs. Regular meetings will be held between AHA and ACA, as well as ACA and the Tenants Associations to ensure quality programming and to be able to adapt and change as necessary to best meet the needs of tenants. If there is a change in public health protocols, ACA is well versed in modifying programs to meet requirements, as we've done throughout the COVID crisis.</p>	
E. OUTPUTS	
<p>We anticipate serving 600 unique and returning participants through 40 programs, including eight monthly sessions at five AHA sites, with 10-20 participants in each.</p>	
F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
<p>Through conversations with AHA staff, we learned that many of their tenants have never had exposure to or experience with the arts through their lifetimes, and many may be hesitant to engage. Planned with low barriers to maximize participation, this program will serve as an introduction to art-making. Through intentionally designed programming, we seek to: provide convenient and accessible art classes in a welcoming and respectful environment, foster opportunities for residents to discover their own creativity and appreciate the expression of others, create new connections between neighbors, inspire joy at AHA sites, encourage further exploration of the arts and engage artists living at AHA sites as program leaders whenever possible.</p>	<p>Long term outcomes for this project include encouraging tenants at AHA to become more active participants in the larger cultural community by: institutionalizing opportunities for tenants to regularly engage in art activities that foster growth on-site at AHA, engaging AHA tenants in free and low-cost activities off-site at ACA and the Council on Aging, promoting scholarship opportunities to AHA tenants of all ages who want to engage more deeply through ongoing ACA classes and camp programs and involving AHA tenants in ACA's community-wide programs such as Arlington Porchfest and Arlington Open Studios.</p>



4 Winslow Street, Arlington, MA 02474 p: 781-646-3400 f: 781-646-0496

January 11, 2023

Community Development Block Grant (CDBG) Subcommittee
c/o Mary Muszynski, Town of Arlington
730 Massachusetts Ave
Arlington, MA 02476

Dear Community Development Block Grant (CDBG) Subcommittee:

As Executive Director of the Arlington Housing Authority, I am enthusiastically writing this letter of support of the Arlington Center for the Arts (ACA) application to the CDBG Subcommittee. This funding will give the ACA the ability to provide monthly onsite programs at the Arlington Housing Authority's five developments. These programs will help break down barriers and create new access to quality cultural experiences that benefit underserved residents and build community.

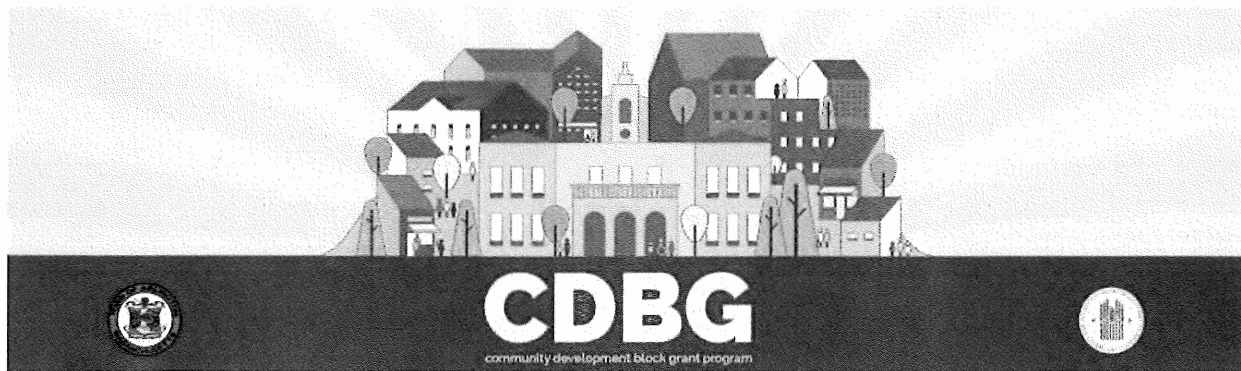
Residents of the Arlington Housing Authority have not had access to consistent arts programming in the past. This funding will not only ensure that the ACA is able to provide regular arts programming, it will also ensure that this programming is easily accessible by being at their developments. Many of our residents have difficulty taking advantage of these resources in Arlington and the Greater Arlington area due to existing barriers. The ACA's plan will address many if not all of these barriers, which we anticipate will lead to greater engagement and exposure to their programming.

Thank you for your consideration of this project.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jack Nagle', is written over the printed name.

Jack Nagle
Executive Director
Arlington Housing Authority



FUNDING APPLICATION FOR PROGRAM YEAR 49 (JULY 1, 2023 – JUNE 30, 2024)
PLEASE REFER TO THE [CDBG APPLICATION GUIDE](#) WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information	
A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)	
Agency/Organization: Arlington Public Schools	
Contact Name: Carla Bruzzese	Title: Director of English Language Learning
Mailing Address: 869 Massachusetts Ave, Arlington, MA 02476	
Email Address: cbruzzese@arlingotn.k12.ma.us	Phone: 781-316-3662
Universal Entity Identifier (UEI) #: T1LSFL7CKC97 <small>All entities receiving federal assistance must have a UEI #.</small>	Registered on SAM.gov? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>All entities receiving federal assistance must be registered on SAM.gov</small>
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input type="checkbox"/> 501(c)3 <input type="checkbox"/> For-profit authorized under 570.201(o) <input type="checkbox"/> Faith-based Organization <input checked="" type="checkbox"/> Unit of Government <input type="checkbox"/> Institution of Higher Education	
Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.	
B. Project Information	
Project Name: Family Welcome and Information Center	Is this project new to your organization? <input type="radio"/> Yes <input type="radio"/> No
Anticipated Start Date: 9/1/23	Anticipated End Date: 8/31/24
Amount of Request: \$15,000	Project Address(es): 869 Massachusetts Ave, Arlington, MA 02476
C. Eligibility	
National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.	
Low/Moderate Income Benefit:	
<input checked="" type="radio"/> Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area, where at least 33.33% of the residents make a low- or moderate-income. Please refer to the map located at https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx to determine your activity's census tract code. Census Tract: <u>MSA-State-County-Tract: 15764-25-017-3567.02</u>	
<input type="radio"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="radio"/> Low/Moderate Housing (LMH): the activity provides or improve permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="radio"/> Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.	
Slum/Blight:	
<input type="radio"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="radio"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety..	
Urgent Need:	
<input type="radio"/> Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.	
Beneficiaries:	
Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.	
<input type="checkbox"/> All beneficiaries are Arlington residents <input checked="" type="checkbox"/> 99.9% of beneficiaries are Arlington residents	
Does your project benefit any of the following demographics?	
<input type="checkbox"/> Abused children <input type="checkbox"/> Homeless persons <input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Elderly persons (age 62 and older) <input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*) <input type="checkbox"/> Migrant farm workers
<input type="checkbox"/> Battered spouses <input type="checkbox"/> Illiterate adults <input checked="" type="checkbox"/> Other (please specify): <u>Recent immigrants</u>	
Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.	
Persons Served: _____	Households Assisted: 60
Jobs Created: _____	Businesses Assisted: _____

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Arlington Public Schools is establishing a new Family Welcome and Information Center in 2023 to be located in the central administration offices at Arlington High School. The goal is to advance educational access and increase equity by improving access to information, especially for families who would benefit from a personal connection. The Center will provide a single, centralized location for newcomer, refugee, non-English speaking and otherwise marginalized families to easily access school and community information. They will receive assistance with the student registration process, navigating the technology platforms, and locating Town and community resources. The Center will provide ongoing access to resources and programs and establish stronger family connections with currently marginalized families. In addition to receiving families through school-based referrals, other Town and community services will be able to refer served families with school-aged children to the Family Welcome and Information Center.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

The district received CDBG funding in FY21 and FY22. The funding was to support a K-12 tutoring program for students whose families needed assistance in providing academic supports in addition to the school day at a time when COVID was severely affecting students and the schools. This program was effective at reaching the goals it set and also provided an opportunity for the schools to become familiar with CDBG information and income requirements. The program was not continued after CDBG COVID funding ended.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

The Center will regularly record the number of visits and the reason for visiting the Center. Staff at the center will conduct a brief survey of all visitors upon entry and exit of the center. Survey information collected will include reasons for visiting the Center, grade level of students, and other pertinent demographic information. Staff will also follow up with visitors to gather feedback on suggestions for additional services. The number of referrals to Town of Arlington and community services will also be reviewed to ensure appropriate collaboration with supportive services.

A quarterly review of services provided will be conducted to ensure that goals are being met as well as to consider additions/changes to services as the needs of the community and capacity of the center evolve.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Town of Arlington Master Plan | <input type="checkbox"/> Fair Housing Action Plan | <input type="checkbox"/> Net Zero Plan |
| <input type="checkbox"/> Housing Plan | <input type="checkbox"/> Open Space & Recreation Plan | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan | | |

Please explain which goals and/or strategies the proposed project advances:

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- ☐ Improve the Condition of Existing Housing: Provide decent, affordable housing
- ☐ Increase Economic Development Opportunities: Create economic opportunities
- ☐ Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
- ☒ Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- ☐ Town wide
- ☒ Specific Area – Which block group(s)/census tract(s) is/are the project located in?

The Family Welcome and Information Center will be located in Arlington High School, within the District Central Administration offices.

Community Availability:

Is the proposed project available from any other providers in the community?

- ☒ No, not available from other providers in the community
- ☐ Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

- ☐ 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- ☐ One (1) copy of agency's most recent financial audit
- ☐ One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

- ☐ Letters of Support
- ☐ Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Outreach and Family Liaison Assistant stipend	5,000	6,700	11,700
Translation and interpretation services	10,000	10,000	20,000
Director of Family Engagement and Communications		110,000	110,000
TOTAL PROPOSED BUDGET	15,000	126,700	141,700

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal: Title III Grant	6,700	Committed
State:		
Local: APS General Fund	120,000	Translation currently in budget, Director position to be added in FY24 budget.
Private:		
Total:	126,700	

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support. APS is including a line item in the FY24 budget to fund a Director of Family Engagement and Communications, who will direct the Family Welcome and Information Center as part of their responsibilities. The district already funds translation and the \$10,000 allocated to the Welcome Center is part of that current expense. The Title III funds are already allocated for a stipend for family outreach and this position will become associated with the Welcome Center.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program. Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ 15,000 = \$ 250 PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 60

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

If it is not possible to award the full amount, the project can be carried out with less funding. The district is committed to working with available resources to establish this new Center. If only one activity can be funded, the district would prioritize the stipend for an Outreach and Family Liaison Assistant. Greater person-to-person contact between the district and families who need support in navigating the school system and becoming familiar with Town and community resources is a key element of the Welcome Center.

Part III. Project Narrative Table

Using the prompts and questions provided on [page 6 of the Application Guide](#), complete the table below.

A. NEED STATEMENT	
<p>Families in the Arlington Public Schools do not have equitable access to school programs and information. Approximately 11% of students are low-income according to the Department of Elementary and Secondary Education. Approximately 5% of students in Arlington are English Language Learners - and this figure does not include the number of parents/guardians who do not speak English. These families cannot understand the barrage of school information disseminated all year and are likely to have limited or no regular access to technology. This lack of access and understanding could be alleviated if there was a single, physical location for families to gather information and assistance. Currently, families simply do not know who to ask for assistance and school employees do not know where to refer them. The language barriers and limited access to technology render a significant number of families unable to access educational programs and information in Arlington.</p> <p>Currently, many school staff members try to support families with their questions and concerns, but this support is provided in an inconsistent and non-systemic manner.</p> <p>Arlington Public Schools is establishing a new Family Welcome and Information Center to provide a simple and effective means of breaking down these barriers to information. It will improve equity across the district by providing a single, centralized location for families to gather information and general assistance with navigating the school system and Town and community services - including the numerous technology platforms required to register students, check grades, select classes and electives, and more.</p>	
B. GOAL	
<p>Provide support for the work of the new Family Welcome and Information Center for APS families to connect with school and community resources and services necessary to support their children's development.</p> <p>In particular, the Center will provide an outreach liaison to assure equitable access to school information and to assist marginalized families with navigating the school system. In addition, the Center will provide quick access to translation and interpretation for families who need these services to connect with the schools and Town and community services.</p> <p>About 485 new students register annually for Kindergarten at the APS, joining those who are already enrolled. In addition, new students enter at all grades during the school year when they become Arlington residents. Each year, approximately 200 families with students Preschool-Grade 12 require repeated personal assistance accessing community and school services. Of these families, approximately 60 families require extended personal support to remain engaged with the school system, in particular families who do not speak English at home.</p> <p>All families will be referred to the Center as part of the registration process, as school registrars will be located in the Welcome Center.</p>	
C. INPUTS	
<p>Outreach and Family Liaison Assistant - This outreach liaison will connect individually with families at the Welcome Center. The primary role is to create strong partnerships between families and the schools. Research shows that family engagement and partnerships with students' families are key to strong academic growth. The Liaison will assist with connecting families with before and after-school services, library cards, recreation activities, and information on how to become engaged in school activities. These connections reduce family isolation, and support strong students connections with academics, social-emotional growth, and language development.</p> <p>Increasing numbers of new families to the district do not speak English. Additional and easily accessible translation and interpretation services assures a seamless connection with registrars, the outreach liaison, and school and community services.</p>	
D. ACTIVITIES	
<p>Planned activities supported by the Outreach Liaison, and the Welcome Center Director include:</p> <ol style="list-style-type: none"> 1. Newcomer family orientation and registration support 2. Internet access 3. Technology support (student registration, PowerSchool, Naviance, Google Classroom, etc.) 4. Resource center for in-person, phone, and hand-out information about town resources (food pantry, mental health services, tutoring, extracurricular activities) 5. Parent/guardian workshops (including PowerSchool, Naviance, Google Classroom, college application and financial aid) 6. Family connection/networking events (coffee socials, affinity groups) 7. ELPAC (English Learner Parent Advisory Council) meeting space 8. Student home language screening when needed <p>The Center will have a dedicated phone line for all inquiries including newcomer families and is expected to open at scheduled times for drop-in services (technology assistance, translation, information about town resources). Appointments will be encouraged to assure smooth operations. In the case of public health or safety protocols disallowing or limiting in-person gatherings, phone and zoom conversations will be used, depending on the technology available to the family.</p>	
E. OUTPUTS	
<ol style="list-style-type: none"> 1. The district will provide individualized support to families who are not able to easily understand and navigate online enrollment and information services in English. Approximately 200 families fall into this category at this time. This number is based on a) the number of families with English Learner students, and b) families whose first language is not English. Families whose first language is not English may try to rely on English-speaking children to navigate adult-oriented systems which puts a severe burden on these families. We expect 60 families to require more intensive and ongoing support. In addition, all registering families will be referred to the Center. Each year the district enrolls about 485 Kindergartners, as well as students arriving for a variety of grades during the school year. The number of additional arrivals is difficult to estimate, but enrollments are active throughout the year. 2. Outreach to all 11 public schools Preschool - grade 12 to ensure APS staff are aware of resources offered for their students' families and are encouraged to refer families. 3. All English Learner Education families (currently 289) will receive an invitation to open houses offered upon inception of the center. 4. A single location for accessing all resources removes the barrier to services faced by families who do not know where to go to gather information/gain assistance navigating the school system and town and community resources. 	
F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
<ol style="list-style-type: none"> 1. Additional personal support for families new to Arlington assuring smoother entry into school and easier connection to local supportive services. 2. Seamless access to translation and interpretation resources when families need it to connect with school personnel regarding enrollment, navigating the school system and understanding local services. 	<ol style="list-style-type: none"> 1. Families will gain increased access to information and in turn, will be empowered to engage in their student's education and form stronger community connections. 2. District staff will have a trusted resource to refer families to so they will receive comprehensive information about the school district and town services.

Town of Arlington Goals: *Does the project support or advance any goals established in the Town of Arlington's plans?*

Please explain which goals and/or strategies the proposed project advances:

The project supports Arlington Town Goals of Diversity, Education, and Communication. The Family Welcome and Information Center will be available for all families, but will particularly benefit families who have greater difficulty communicating around educational access because of elements of diversity, including language, culture, and income status.



Arlington Public Schools

Education That Empowers

January 11, 2023

To the Community Development Block Grant Subcommittee,

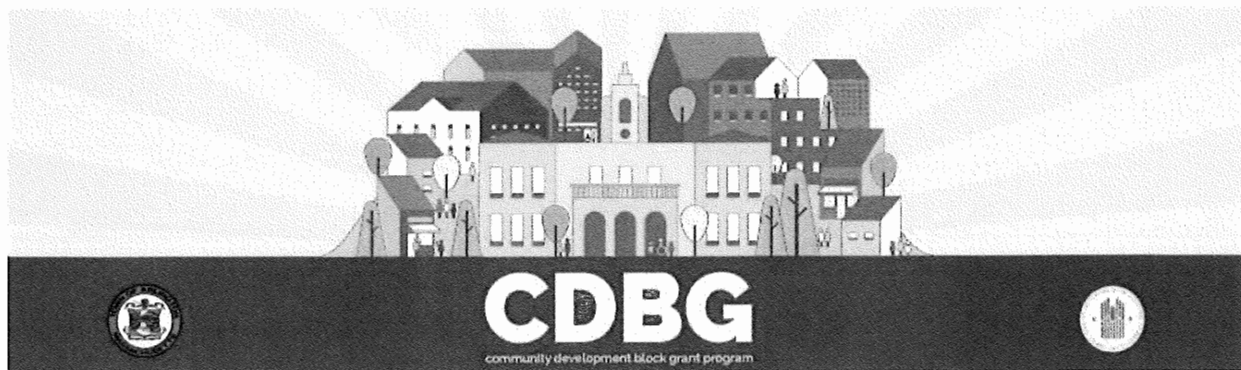
I am aware of the application for a CDBG grant to support services in the new Family Welcome and Information Center in the Arlington Public Schools (APS). I am fully committed to supporting this APS initiative. As of the next school year, the district is establishing a Family Welcome and Information Center in Arlington to support two important APS goals: ensuring equity and excellence for all students, and sustaining collaborative partnerships with families.

A welcoming location for families to gain access to information and to connect with community resources also aligns perfectly with the town's goals of Community and Citizen Service, Diversity, and Education. Arlington's Diversity goal specifically states: "We will be known for the warm welcome and respect we extend to all."

This project addresses an important unmet need in our community and supports our commitment to provide an education that allows all students to achieve their full potential. Thank you for your consideration.

Sincerely,

Elizabeth C. Homan, Ph.D.
Superintendent, Arlington Public Schools



FUNDING APPLICATION FOR PROGRAM YEAR 49 (JULY 1, 2023 – JUNE 30, 2024)
PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information	
A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)	
Agency/Organization: Operation Success, Inc	
Contact Name: Kimberly Serra	Title: Director
Mailing Address: 7 Veteran Road, Woburn, MA 01801	
Email Address: kserra@arlington.k12.ma.us	Phone: 5514276682
Universal Entity Identifier (UEI) #: All entities receiving federal assistance must have a UEI #.	Registered on SAM.gov? <input type="checkbox"/> Yes <input type="checkbox"/> No All entities receiving federal assistance must be registered on SAM.gov
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input type="checkbox"/> 501(c)3	<input type="checkbox"/> For-profit authorized under 570.201(o)
<input type="checkbox"/> Faith-based Organization	<input checked="" type="checkbox"/> Unit of Government
<input type="checkbox"/> Institution of Higher Education	
Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.	
B. Project Information	
Project Name: Operation Success Learning Center	Is this project new to your organization? <input type="radio"/> Yes <input type="radio"/> No
Anticipated Start Date: 9/18/23	Anticipated End Date: 6/21/24
Amount of Request: 6,000.00	Project Address(es): <small>Memory Life Skills Center at 2 Fremont Court, Arlington, MA 02476</small>
C. Eligibility	
National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.	
Low/Moderate Income Benefit:	
<input checked="" type="radio"/> Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area, where at least 33.33% of the residents make a low- or moderate-income. Please refer to the map located at https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx to determine your activity's census tract code. Census Tract: <u>3563.00</u>	
<input type="radio"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="radio"/> Low/Moderate Housing (LMH): the activity provides or improve permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="radio"/> Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.	
Slum/Blight:	
<input type="radio"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="radio"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Urgent Need:	
<input type="radio"/> Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.	
Beneficiaries:	
Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.	
<input checked="" type="checkbox"/> All beneficiaries are Arlington residents	
<input type="checkbox"/> _____% of beneficiaries are Arlington residents	
Does your project benefit any of the following demographics?	
<input type="checkbox"/> Abused children	<input type="checkbox"/> Elderly persons (age 62 and older)
<input type="checkbox"/> Homeless persons	<input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)
<input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Migrant farm workers
<input type="checkbox"/> Battered spouses	<input type="checkbox"/> Illiterate adults
<input checked="" type="checkbox"/> Other (please specify): <u>Middle and High School St.</u>	
Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.	
Persons Served: 25	Households Assisted: 20
Jobs Created: 0	Businesses Assisted: 0

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Operation Success Learning Center offers academic assistance to middle and high school students living in low income housing (Menotomy Manor) in Arlington, MA. The Center is open from Monday through Thursday from 7:00 to 8:30 pm throughout the school year. We help students with homework, projects, and college applications. We also provide resources and supplies the students need to be successful in their schooling. The Center is supervised nightly by at least two volunteers, many of whom are certified teachers that live and work in Arlington.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

COVID has really affected Operation Success and we are in the process of re-building. Prior to COVID in the 2019-2020 school year, there were 30 students serviced at the Center. Operation Success was well known among the families at Menotomy Manor. We were closed for the 2020-2021 school year. When we reopened in the 2021-2022 school year, our location had moved to the Life Skills Center. With so much turn-over in Menotomy Manor residents, it is a slow process to get students and families trusting in our mission again. For 2021-2022, we were able to sign up 8 students out of the eligible 30, but only 4 came regularly. This year, we have signed up 12 students and 6 are coming regularly. Slowly, we are becoming a trusted resource for the community as they see the safe and nurturing environment we provide their students. Our biggest strength is the relationships the volunteers have with the students we serve. Because most of us work at the Ottoson or AHS, we see these students regularly in our day and have positive interactions with them. The students tell their friends and siblings about Operation Success, so we are building out clientele that way. The biggest obstacle is getting the word out to the parents. In addition to fliers emailed to parents, we also hand-delivered information about our program to families at their homes. We held two sign-up nights for parents and have continually encouraged our students to bring their friends with them. Moving forward, we would like to have more outreach to families prior to opening.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

Quantitatively, we evaluate our progress based on how many students are signed up for Operation Success and how many students regularly attend. Qualitatively, we check in with the students about their grades and missing work on a regular basis to ensure they are passing their classes and handing in their homework.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

☐ Town of Arlington Master Plan

☐ Fair Housing Action Plan

☐ Net Zero Plan

☐ Housing Plan

☐ Open Space & Recreation Plan

☐ Other _____

☐ Connect Arlington Sustainable Transportation Plan

Please explain which goals and/or strategies the proposed project advances:

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

☐ Improve the Condition of Existing Housing: Provide decent, affordable housing

☐ Increase Economic Development Opportunities: Create economic opportunities

☐ Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments

☒ Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

☐ Town wide

☒ Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Menotomy Manor Residents

Community Availability:

Is the proposed project available from any other providers in the community?

☒ No, not available from other providers in the community

☐ Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

☐ 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)

☐ One (1) copy of agency's most recent financial audit

☐ One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

☐ Letters of Support

☐ Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
School Supplies	5,0000		6,000
Director Salary	1,000		
TOTAL PROPOSED BUDGET	6,000		6,000

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Total:		

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.
Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ 5000 = \$ 200.00 PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 25

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

Yes, but it will hurt the program. We need these funds to buy school supplies for the students. These school supplies are used in the Center and are given to students to bring to school. All supplies are vital so that students can be prepared to tackle their academics. We don't want a lack of access to be a reason a student is not succeeding.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT

Operation Success Learning Center addresses the need for academic support for middle and high school students living in Menotomy Manor. These students are deemed high-risk because of their socio-economic status and where English is not the primary language in the home. We provide a safe and nurturing environment for students to develop their study habits, improve their grades, build self-esteem, and encourage a sense of community.

B. GOAL

The goal of Operation Success Learning Center is to improve the grades, study habits, self-esteem, and sense of community for the students that attend. Our program increases access to education by providing students with certified teachers to assist with their work and giving school supplies whenever needed.

C. INPUTS

We require at least two volunteer per night to open the Center and assist students with their work. We also require a director to run the Center and take on all tasks involved, such as informing families about the program, signing up students, scheduling volunteers, ordering supplies, and planning events for the program (holiday party, end of year party, etc).

We require at least two rooms to operate, with at least one having access to computers.

D. ACTIVITIES

Operation Success Learning Center will utilize the two rooms four nights per week, Monday through Thursday, from 7:00 to 8:30 pm. The Center will be staffed by at least two volunteers nightly to provide academic assistance to the students. The school supplies will be utilized by students to complete their work at the Center and given to students to be successful at school.

E. OUTPUTS

Outputs are the quantifiable products of program activities. (e.g. the number of clients who will be assisted, persons trained, children in the program, architectural barriers removed, etc.). Outputs may indicate that the project or program is completed but do not indicate whether the project or program will result in the intended outcomes.

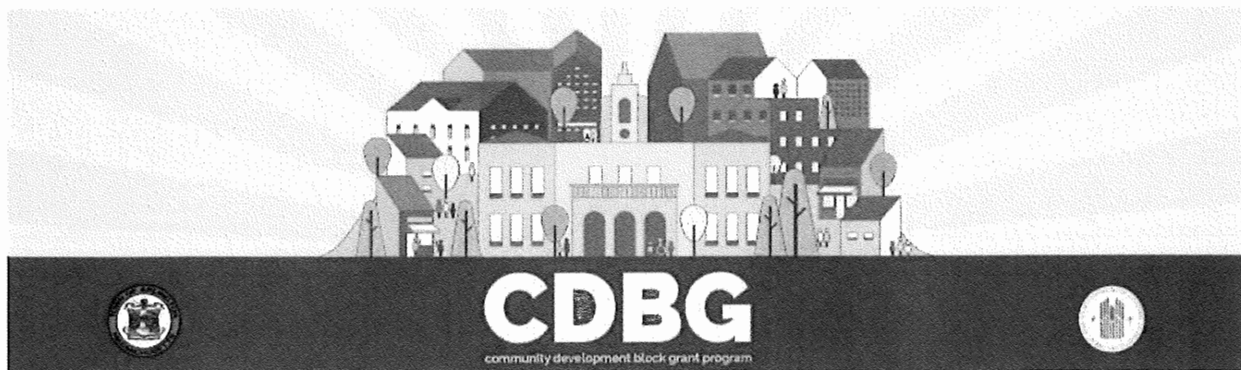
25 students from low incoming housing will be given academic assistance for free.

F1. SHORT-TERM OUTCOMES

Each student will increase their number of completed, on time homework assignments, study for tests and quizzes, and perform better in school (both behaviorally in class and academically in their grades).

F2. LONG-TERM OUTCOMES

Enhance students study skills, self-esteem, relationships with trusted adults, and sense of community.



FUNDING APPLICATION FOR PROGRAM YEAR 49 (JULY 1, 2023 – JUNE 30, 2024)
PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information	
A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)	
Agency/Organization: Town of Arlington/Arlington Youth Counseling Center	
Contact Name: Colleen Leger	Title: Executive Director
Mailing Address: 670R Massachusetts Avenue, Arlington, MA 02476	
Email Address: cleger@town.arlington.ma.us	Phone: 781-316-3259
Universal Entity Identifier (UEI) #: T1LSFL7CKC97 <small>All entities receiving federal assistance must have a UEI #.</small>	Registered on SAM.gov? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>All entities receiving federal assistance must be registered on SAM.gov</small>
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input type="checkbox"/> 501(c)3 <input type="checkbox"/> For-profit authorized under 570.201(o) <input type="checkbox"/> Faith-based Organization <input checked="" type="checkbox"/> Unit of Government <input type="checkbox"/> Institution of Higher Education	
Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here. N/A	
B. Project Information	
Project Name: Free and reduced fee mental health services for youth and families	Is this project new to your organization? <input type="radio"/> Yes <input checked="" type="radio"/> No
Anticipated Start Date: 7/1/23	Anticipated End Date: 6/30/24
Amount of Request: \$15,000	Project Address(es): AYCC; 670R Massachusetts Avenue, Arlington, MA 02476
C. Eligibility	
National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.	
Low/Moderate Income Benefit:	
<input type="radio"/> Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area, where at least 33.33% of the residents make a low- or moderate-income. Please refer to the map located at https://geomap.ffiec.gov/FFIEGGeocMap/geocodeMap1.aspx to determine your activity's census tract code. Census Tract: _____	
<input checked="" type="radio"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS	
<input type="radio"/> Low/Moderate Housing (LMH): the activity provides or improve permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="radio"/> Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.	
Slum/Blight:	
<input type="radio"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="radio"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Urgent Need:	
<input type="radio"/> Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.	
Beneficiaries:	
Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.	
<input checked="" type="checkbox"/> All beneficiaries are Arlington residents <input type="checkbox"/> _____% of beneficiaries are Arlington residents	
Does your project benefit any of the following demographics?	
<input checked="" type="checkbox"/> Abused children <input type="checkbox"/> Homeless persons <input type="checkbox"/> Persons living with AIDS	<input checked="" type="checkbox"/> Elderly persons (age 62 and older) <input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*) <input type="checkbox"/> Migrant farm workers
<input checked="" type="checkbox"/> Battered spouses <input type="checkbox"/> Illiterate adults <input type="checkbox"/> Other (please specify): _____	
Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.	
Persons Served: 10-20	Households Assisted: _____ Jobs Created: _____ Businesses Assisted: _____

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Arlington Youth Counseling Center (AYCC) is a community-based mental health clinic serving Arlington youth (ages 3-21) and their families. AYCC is the leading provider of outpatient and school-based child and adolescent mental health services in Arlington, offering individual, group, and family counseling, psychiatric evaluation, and medication management. AYCC is committed to ensuring that all community youth and families have access to culturally sensitive and high quality care. To this end, AYCC strives to identify and address systemic inequities that create barriers to care, including financial barriers. AYCC is one of the only providers in the area that accepts youth with public health insurance and provides thousands of dollars of free and reduced-fee care to families who are uninsured, under-insured, or who otherwise cannot afford the cost of deductibles and copays. AYCC utilizes CDBG funding to provide free and reduced-fee care to low/moderate income families in need of financial assistance.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

In 2022, AYCC conducted nearly 8,050 counseling and psychiatry sessions, and 22 group sessions, to 369 community youth and their caregivers. Nearly half of the sessions were conducted via telehealth, enabling access to youth and families who were not able to engage in person. In 2022, AYCC hired four new full time clinicians to help address the growing demand for services. As a result, AYCC conducted more sessions and served more clients than in 2021.

To date in FY22, AYCC has successfully utilized CDBG funding to offer free and reduced-fee mental health counseling and psychiatry to 9 families (6 youth, 2 young adults, and 3 adults), providing 146 counseling sessions and 3 psychiatry sessions in total. Without CDBG funds, these families may have declined necessary mental health services due to financial barriers.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

AYCC will utilize its electronic health records (EHR) and billing system to document and track the need for, and distribution of grant funding among AYCC clients throughout the year. Financial barriers among prospective clients will be identified and documented at intake, and reassessed throughout treatment by the Billing Manager and AYCC clinicians. AYCC will also conduct biannual client satisfaction surveys and clinical review of treatment goals and objectives to assess satisfaction with and efficacy of treatment.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Town of Arlington Master Plan | <input type="checkbox"/> Fair Housing Action Plan | <input type="checkbox"/> Net Zero Plan |
| <input type="checkbox"/> Housing Plan | <input type="checkbox"/> Open Space & Recreation Plan | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan | | |

Please explain which goals and/or strategies the proposed project advances:

Town of Arlington Master Plan Goal- To coordinate and efficiently deliver town services

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- ☐ Improve the Condition of Existing Housing: Provide decent, affordable housing
- ☐ Increase Economic Development Opportunities: Create economic opportunities
- ☐ Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
- ☒ Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- ☒ Town wide
- ☐ Specific Area – Which block group(s)/census tract(s) is/are the project located in?

AYCC provides outpatient and school-based mental health services to youth (and their families) who live or attend school in Arlington.

Community Availability:

Is the proposed project available from any other providers in the community?

- ☒ No, not available from other providers in the community
- ☐ Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

- ☐ 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- ☐ One (1) copy of agency's most recent financial audit
- ☐ One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

- ☐ Letters of Support
- ☐ Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Personnel	\$15,000	\$1,339,882	\$1,354,882
Office Supplies		\$4,000	\$4,000
EHR & Zoom Software		\$40,000	\$40,000
Other		\$6,500	\$6,500
TOTAL PROPOSED BUDGET	\$15,000	\$1,390,382	\$1,405,382

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source		Amount	Committed or Pending
Other Federal:	ARPA	\$100,000	Committed
State:	Department of Mental Health	\$175,000	Pending
Local:	Town Subsidy; School Contract	\$120,000; \$40,000	Pending
Private:	Cummings Foundation; Insurance/Client Copayments	\$50,000; \$905,382	Committed
Total:		\$1,390,382	

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

Department of Mental Health: Pending submission/approval by State Legislature and Governor

Town Subsidy: Pending approval by Town Meeting

School Contract: Pending approval by Superintendent

Cummings Foundation: Committed grant installment for 10 years

Insurance & Client Payments: anticipated revenue for FY24

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project.

Divide the funding request by the estimated number of people served by this program.

Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ 15,000 = \$ 750-\$1500 PER BENEFICIARY
 TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 10-20

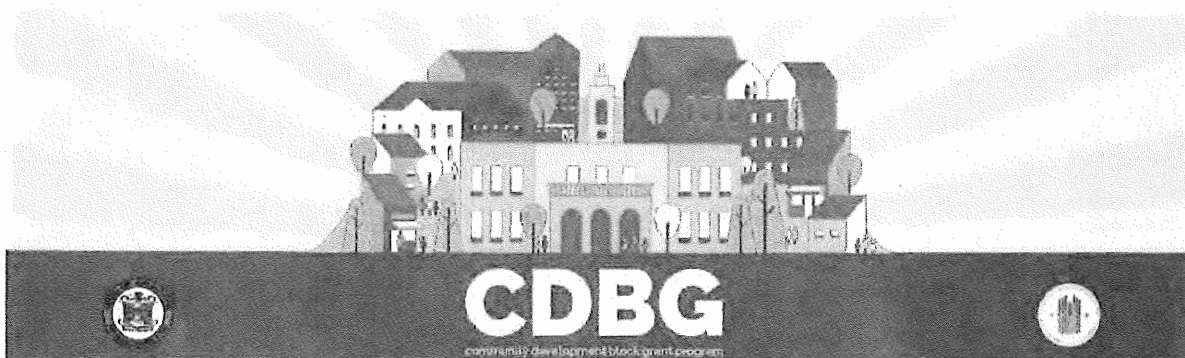
E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

Yes, it is AYCC's mission to make high quality mental health services accessible and affordable to all youth and families in the community, regardless of their ability to pay. Historically, CDBG has been a critical and reliable source of funding to support this goal. Should this year's project be funded at a lower amount through CDBG, AYCC would seek out other sources of funding to ensure that no family would be denied services due to financial constraints.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT	
<p>One in every five children, ages 3-17, suffers from a mental health disorder in a given year. Untreated, these disorders can have debilitating effects, causing significant functional impairments at home, in school, and socially with peers. Early detection and effective mental health interventions can help to minimize these effects, increase stability, and restore wellbeing in the lives of young people and their families. In Arlington, demand for youth mental health services had increased dramatically in the years leading up to the pandemic, as more children and teens expressed feelings of anxiety and depression. This trend was further exacerbated by the pandemic, as young people experienced major disruptions in their lives, including school closures, social isolation, economic hardship, and the loss of loved ones. Over the past year, 268 children/teens/adult caregivers have sought mental health services at AYCC, which was a dramatic increase over 2021, when 116 were referred for services. While AYCC has hired several new, full time clinicians over the past year to address the growing demand, there are still over 200 people waiting to be seen at AYCC. Fortunately, because of AYCC's free and reduced-fee services (supported by CDBG), Arlington youth and families who are uninsured or underinsured do not face additional, financial barriers to accessing care at AYCC.</p>	
B. GOAL	
<p>It is AYCC's overarching goal to provide equitable access to mental health services by offering funding support to clients when gaps in coverage, or other financial constraints exist.</p>	
C. INPUTS	
<p>AYCC's Executive Director and Billing Manager will be responsible for overseeing the financial assistance application process for clients, and will manage the allocation of CDBG funding to eligible families.</p> <p>AYCC's intake coordinator will assess for financial need among prospective clients, and will invite prospective clients to complete grant funding applications, as indicated.</p> <p>AYCC clinicians will provide mental health counseling and medication treatment to AYCC clients. Clinicians will also assess and refer clients for financial assistance, as needed, throughout the course of treatment.</p>	
D. ACTIVITIES	
<p>The Executive Director and Billing Manager will update CDBG eligibility criteria in grant documents, and distribute grant applications to families with identified financial need. The intake coordinator will also assess for financial need and distribute grant applications to prospective clients.</p> <p>The Executive Director and Billing Manager will review applications and supporting documentation to determine eligibility for CDBG assistance.</p> <p>The Billing Manager will credit CDBG funding to approved client accounts for outstanding session copayments, insurance deductibles, or other client balances.</p> <p>AYCC clinicians and psychiatrist will provide mental health counseling, psychiatric evaluation, and medication treatment to youth and families of all income levels, regardless of ability to pay.</p>	
E. OUTPUTS	
<p>Income-eligible youth and families who are approved for (CDBG) financial assistance will receive mental health services through AYCC, at no cost to them.</p>	
F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
<p>Youth and families from low/moderate income-earning households will receive mental health services to address their presenting mental health concerns.</p>	<p>Improved social, emotional, and behavioral functioning among youth- at home, in school, and in the community, as a result of therapeutic counseling and medication treatment.</p> <p>Improved health and wellbeing among Arlington families.</p>



FUNDING APPLICATION FOR PROGRAM YEAR 49 (JULY 1, 2023 – JUNE 30, 2024)

PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information	
A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)	
Agency/Organization: Town of Arlington, Council on Aging	
Contact Name: Kristine Shah	Title: Executive Director
Mailing Address: 27 Maple Street Arlington, MA 02476	
Email Address: kshah@town.arlington.ma.us	Phone: 781-316-3401
Universal Entity Identifier (UEI) #: 27521396 All entities receiving federal assistance must have a UEI #.	Registered on SAM.gov? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No All entities receiving federal assistance must be registered on SAM.gov
Please identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input type="checkbox"/> 501(c)3	<input type="checkbox"/> For-profit authorized under 570.201(o)
<input type="checkbox"/> Faith-based Organization	<input checked="" type="checkbox"/> Unit of Government
<input type="checkbox"/> Institution of Higher Education	
Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here. Cooperative Elder Services, Inc. (CESI)	
B. Project Information	
Project Name: Adult Day Health Scholarships	Is this project new to your organization? <input type="radio"/> Yes <input checked="" type="radio"/> No
Anticipated Start Date: 7/1/23	Anticipated End Date: 6/30/24
Amount of Request: \$10,000	Project Address(es): 37 Broadway Arlington, MA
C. Eligibility	
National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.	
Low/Moderate Income Benefit:	
<input type="radio"/> Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area, where at least 33.33% of the residents make a low- or moderate-income. Please refer to the map located at https://geomap.lfiic.gov/FFIECGeocMap/geocodeMap1.aspx to determine your activity's census tract code. Census Tract: _____	
<input checked="" type="radio"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS	
<input type="radio"/> Low/Moderate Housing (LMH): the activity provides or improve permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="radio"/> Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.	
Slum/Blight:	
<input type="radio"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="radio"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Urgent Need:	
<input type="radio"/> Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.	
Beneficiaries:	
Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.	
<input checked="" type="checkbox"/> All beneficiaries are Arlington residents	
<input type="checkbox"/> _____ % of beneficiaries are Arlington residents	
Does your project benefit any of the following demographics?	
<input type="checkbox"/> Abused children	<input checked="" type="checkbox"/> Elderly persons (age 62 and older)
<input type="checkbox"/> Homeless persons	<input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)
<input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Migrant farm workers
<input type="checkbox"/> Battered spouses	
<input type="checkbox"/> Illiterate adults	
<input type="checkbox"/> Other (please specify): _____	
Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.	
Persons Served: 10	Households Assisted: _____
Jobs Created: _____	Businesses Assisted: _____

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

The Arlington Council on Aging and Cooperative Elder Services collaborate to identify older adults and families that can benefit from day programs (the Arlington Community Center has excellent programs, but not the professional care that is needed for drop-off day care programs). Caregivers need respite and older adults need socialization in a safe and structured environment. Council on Aging social workers have noted that Adult Day programming is a huge benefit to many, but is cost prohibitive to most of the clients we serve. This grant would provide \$1,000 scholarships/subsidy (equivalent to 12 days of programming) to 10 Arlington Residents so that they can use Adult Day programming at Cooperative Elder Services, Inc. This partner provides nursing and health care services, meals and other social programs for individuals with medical or cognitive challenges. The services provided at Adult Day Health go above and beyond the services the COA.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

The Arlington Council on Aging continues to have a strong relationship with CESI. We also committed to more community outreach and education around Adult Day programs. This was the first year that \$1,000 per person scholarships were available, thanks to the generosity of CDBG. This level of support has been more impactful and helpful for residents than the previous amount of \$300.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

Quarterly, we discuss outcomes and upcoming goals for Cooperative Elder Services and their adult day health programming. We do this as a team of COA staff, including social workers, and Cooperative Elder Services employees and leadership. We will evaluate success based on the number of new Arlington residents that use Cooperative Elder Services programming because of the stipend/scholarship afforded by this grant.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Town of Arlington Master Plan | <input type="checkbox"/> Fair Housing Action Plan | <input type="checkbox"/> Net Zero Plan |
| <input type="checkbox"/> Housing Plan | <input type="checkbox"/> Open Space & Recreation Plan | <input checked="" type="checkbox"/> Other Age and Dementia Friendly Action Plan |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan | | |

Please explain which goals and/or strategies the proposed project advances:

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- ☐ Improve the Condition of Existing Housing: Provide decent, affordable housing
☐ Increase Economic Development Opportunities: Create economic opportunities
☐ Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
☒ Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- ☒ Town wide
☐ Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Community Availability:

Is the proposed project available from any other providers in the community?

- ☒ No, not available from other providers in the community
☐ Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

- ☐ 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
☐ One (1) copy of agency's most recent financial audit
☐ One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

- ☐ Letters of Support
☐ Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
TOTAL PROPOSED BUDGET	\$10,000		\$10,000

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Total:		

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.
Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ 10,000 = \$ 1,000 PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 10

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

If the project is funded at a lower amount, less residents will be able to receive scholarships for Adult Day Health programming through CESI.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT

Nearly 65% of caregivers in Arlington experience the financial impact of providing quality care for a loved one. This number is likely much higher than reported due to the isolation during the COVID pandemic. In some instances, caregivers are forced to leave their jobs, resulting in significant financial loss to care for a family member. Connecting older adults in need to Adult Day Health services is important because they are services that we can not provide through the Council on Aging and they are crucial.

B. GOAL

To reduce the impact of aging and chronic conditions on older adults and their families. To incentivize new families to use the services at Cooperative Elder Services and have a healthier balance of caring for their loved one and caring for themselves.

C. INPUTS

Continue outreach to older adults in Arlington about Cooperative Elder Services, the programs they provide, and the stipend that this grant makes available. Continue to educate COA social workers and staff so that they refer necessary families to the services at Cooperative Elder Services.

D. ACTIVITIES

Organize tours of Cooperative Elder Services for COA Board members and other community stake holders so they can be aware of the services that exist right here in Arlington. Continue to remind all COA staff, especially social workers, about the scholarships available for older adults in Arlington to utilize day for programming through CESI.

E. OUTPUTS

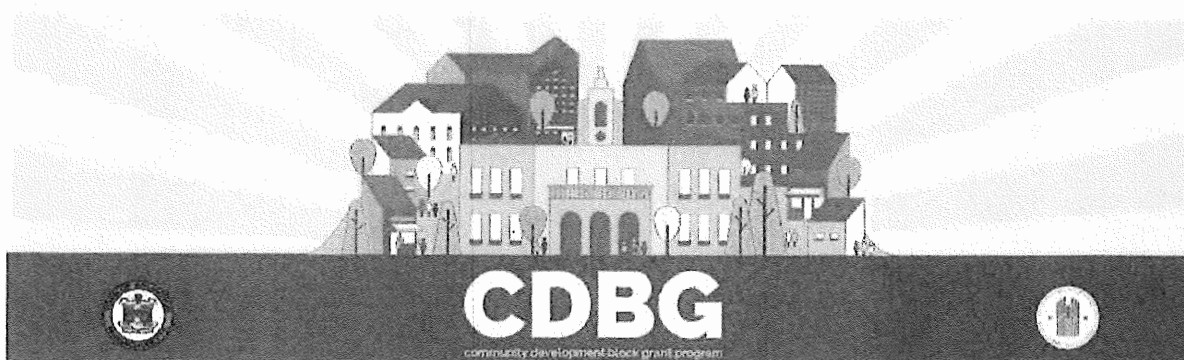
Provide more community education and outreach on ACMI and in our printed newsletter to older residents in Arlington about the benefits of Adult Day Health programming.

F1. SHORT-TERM OUTCOMES

Provide 10, \$1,000 stipends/scholarships for Arlington Residents to use toward Cooperative Elder Services programming.

F2. LONG-TERM OUTCOMES

Arlington families will be more aware of the benefits of Adult Day Health programs and view Cooperative Elder Services as a resource when they need it. They will know to contact the Council on Aging to make this referral and be able to access the most up to date resources and assistance that they are entitled to.



FUNDING APPLICATION FOR PROGRAM YEAR 49 (JULY 1, 2023 – JUNE 30, 2024)
 PLEASE REFER TO THE [CDBG APPLICATION GUIDE](#) WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information	
A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)	
Agency/Organization: Town of Arlington, Council on Aging	
Contact Name: Kristine Shah	Title: Executive Director
Mailing Address: 27 Maple Street Arlington, MA 02476	
Email Address: kshah@town.arlington.ma.us	Phone: 781-316-3401
Universal Entity Identifier (UEI) #: 073802126 <small>All entities receiving federal assistance must have a UEI #.</small>	Registered on SAM.gov? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>All entities receiving federal assistance must be registered on SAM.gov</small>
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input type="checkbox"/> 501(c)3 <input type="checkbox"/> For-profit authorized under 570.201(o) <input type="checkbox"/> Faith-based Organization <input checked="" type="checkbox"/> Unit of Government <input type="checkbox"/> Institution of Higher Education	
Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.	
B. Project Information	
Project Name: COA Transportation	Is this project new to your organization? <input type="radio"/> Yes <input checked="" type="radio"/> No
Anticipated Start Date: 7/1/23	Anticipated End Date: 6/30/24
Amount of Request: \$40,000	Project Address(es): Arlington, MA
C. Eligibility	
National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.	
Low/Moderate Income Benefit:	
<input type="radio"/> Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area, where at least 33.33% of the residents make a low- or moderate-income. Please refer to the map located at https://geomap.flic.gov/FRIECGeocMap/geocodeMap1.aspx to determine your activity's census tract code. Census Tract: _____	
<input checked="" type="radio"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS	
<input type="radio"/> Low/Moderate Housing (LMH): the activity provides or improve permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="radio"/> Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.	
Slum/Blight:	
<input type="radio"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="radio"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Urgent Need:	
<input type="radio"/> Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.	
Beneficiaries:	
Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.	
<input checked="" type="checkbox"/> All beneficiaries are Arlington residents <input type="checkbox"/> _____ % of beneficiaries are Arlington residents	
Does your project benefit any of the following demographics?	
<input type="checkbox"/> Abused children <input type="checkbox"/> Homeless persons <input type="checkbox"/> Persons living with AIDS	<input checked="" type="checkbox"/> Elderly persons (age 62 and older) <input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*) <input type="checkbox"/> Migrant farm workers
<input type="checkbox"/> Battered spouses <input type="checkbox"/> Illiterate adults <input type="checkbox"/> Other (please specify): _____	
Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.	
Persons Served: 700	Households Assisted: _____
Jobs Created: _____	Businesses Assisted: _____

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

The COA Transportation program is a heavily relied upon, crucial department for older adults in Arlington. The program is comprised of fully accessible 9 passenger vans driven by 6 part time van drivers for rides within Arlington and Market Basket in Burlington, a taxi voucher program partnering with Arlington Belmont Taxi, a Volunteer Medical Driver program for medical rides outside of Arlington, and a partnership with Uber for medical rides outside of Arlington. The COA vans are paid for through a grant from MassDOT. The COA receives over 40 calls per day with transportation requests and projects completing over 7,690 rides to over 700 individuals in FY23. Residents call and our Transportation Coordinator matches them up with the transportation service that best fits their needs.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

FY23 has proven to be the largest year ever for ride requests from Arlington Seniors. With the reopening of the Community Center after a 2 year renovation, we have added on over 20 new programs and services for Arlington residents. The increase in programs and services have lead to an increase in transportation requests. Due to extreme parking limitations, we offer "free" rides on our vans to and from the center as residents can participate in crucial activities that combat social isolation and also social service appointments with our staff.

FY23 has also equaled to growth in our transportation services due to our partnership with Arlington EATS. The COA Van provides "free" rides to and from Arlington EATS any time they are open. Arlington EATS riders currently make up about 30 individual van riders per week on our vans.

To battle increasing costs of household needs, such as groceries, the COA vans continue to go to Market Basket in Burlington each Tuesday morning. Our van makes 3 jam-packed round trips to and from Market Basket each week, serving 30 individuals weekly.

These areas of growth in FY23 have better served older adults in Arlington, but have put a strain on our transportation program financially. The challenge to meet the needs in Arlington for Transportation have lead to the increased ask for our FY24 CDBG Grant.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

We keep up to date and accurate records of all transportation activities in our My Senior Center database. All individuals complete the CDBG beneficiary form and all rides (and other services and interactions) are tracked in the database. At any time we can pull history for any part of our transportation program either by date, rider, or any time period. We look at these numbers at least quarterly to report them to a variety of sources. We will continue to work closely with Arlington EATS and survey residents as to what transportation needs they are not receiving, and which they think are most important to keep. We apply for as many grants possible to grow our transportation offerings, and allow us to reach vulnerable and previously underserved populations.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Town of Arlington Master Plan | <input type="checkbox"/> Fair Housing Action Plan | <input type="checkbox"/> Net Zero Plan |
| <input type="checkbox"/> Housing Plan | <input type="checkbox"/> Open Space & Recreation Plan | <input checked="" type="checkbox"/> Other Age and Dementia Friendly Action Plan |
| <input checked="" type="checkbox"/> Connect Arlington Sustainable Transportation Plan | | |

Please explain which goals and/or strategies the proposed project advances:

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- ☐ Improve the Condition of Existing Housing: Provide decent, affordable housing
- ☐ Increase Economic Development Opportunities: Create economic opportunities
- ☐ Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
- ☒ Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- ☒ Town wide
- ☐ Specific Area - Which block group(s)/census tract(s) is/are the project located in?

Community Availability:

Is the proposed project available from any other providers in the community?

- ☒ No, not available from other providers in the community
- ☐ Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

- ☐ 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- ☐ One (1) copy of agency's most recent financial audit
- ☐ One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

- ☐ Letters of Support
- ☒ Resumes, brochures, newspaper articles, or other organizational marketing materials

↓
Newsletter page and two previous schedules for days are included

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Lahey Transportation Grant		11,800	11,800
Symmes Transportation Grant		15,000	15,000
Municipal Budget/Retained Earnings/Rider Fees		98,000	98,000
CDBG	40,000		40,000
TOTAL PROPOSED BUDGET	40,000	124,800	164,800

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:	98,000	pending
Private:	26,800	pending
Total:		

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support. We have a long history of support from Lahey and Symmes Memorial Hospital Fund. The Town of Arlington (Municipal) Transportation Enterprise Fund is offset by rider fees

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program. Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$40,000 = \$ 57.14 PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: #700

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

Our Transportation Department would need to cut back on services in order to run at it's current capacity if our CDBG funds were lower than the requested amount.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT

Transportation is a crucial need of older adults as they age. Transportation is an obstacle that has impact on disparities in health care and access to socialization and other services. As the age 60+ population becomes larger than any other age group in town (projected to be at 40% of the Arlington population within the next 5 years), the Council on Aging has developed and maintains a comprehensive menu of affordable transportation options for older adults in Arlington.

B. GOAL

The COA will run a transportation program that will fill the gaps of transportation needs of older adults in Arlington and keep up with demand as it grows. COA will partner with other town organizations that provide crucial services to older adults and partner with them regarding transportation needs.

C. INPUTS

Secure funding for transportation costs, educate and train staff and drivers, promote and market transportation options, assess ever changing needs and new ideas that are developed in the transportation industry, partner with regional and local transportation companies/organizations, provide scholarships for older adults who can not afford COA rider fees.

D. ACTIVITIES

Continue promoting and find new ways to educate older adults in Arlington about COA transportation options. Highlight COA transportation stories, drivers, programs and successes in local media. Continue to expand transportation options in order to keep residents engaged and excited (example: adding on weekly rides to Target plaza in Burlington). Continue to reach out to and secure new transportation partners in order to meet growing needs. Continue to grow relationships with local hospitals and medical providers so they can promote our transportation programs to their patients who live in Arlington, in need of medical transportation.

E. OUTPUTS

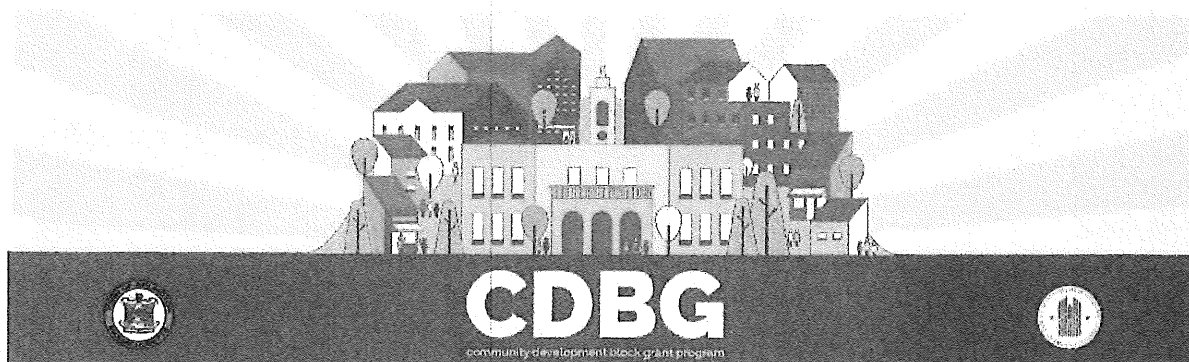
Older adults in Arlington are able to participate in Community Center programming, decreasing social isolation, and are able to participate in services through the COA in order to allow them to age in place. No matter what locations they need to visit, the COA is able to match them with an appropriate transportation method without finances being an obstacle.

F1. SHORT-TERM OUTCOMES

Two COA Vans continue to run 5 days a week to accomodate current in-town ride needs, even after the renovated center opens. Our list of partner organizations continues to grow and is able to fulfill out of town transportation needs.

F2. LONG-TERM OUTCOMES

The COA transportation program continues to meet the needs of older adults in Arlington and grows to accomodate the growing population and needs.



FUNDING APPLICATION FOR PROGRAM YEAR 49 (JULY 1, 2023 – JUNE 30, 2024)
PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information	
A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)	
Agency/Organization: Town of Arlington, Council on Aging	
Contact Name: Kristine Shah	Title: Executive Director
Mailing Address: 27 Maple Street Arlington, MA 02476	
Email Address: kshah@town.arlington.ma.us	Phone: 781-316-3401
Universal Entity Identifier (UEI) #: 27521396 <small>All entities receiving federal assistance must have a UEI #.</small>	Registered on SAM.gov? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>All entities receiving federal assistance must be registered on SAM.gov</small>
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input type="checkbox"/> 501(c)3 <input type="checkbox"/> For-profit authorized under 570.201(c) <input type="checkbox"/> Faith-based Organization <input checked="" type="checkbox"/> Unit of Government <input type="checkbox"/> Institution of Higher Education	
Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.	
B. Project Information	
Project Name: COA Volunteer Coordinator Position	Is this project new to your organization? <input type="radio"/> Yes <input checked="" type="radio"/> No
Anticipated Start Date: 7/1/23	Anticipated End Date: 6/30/24
Amount of Request: \$53,134	Project Address(es): 27 Maple Street, Arlington MA 02476
C. Eligibility	
National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.	
Low/Moderate Income Benefit: <input type="radio"/> Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area, where at least 33.33% of the residents make a low- or moderate-income. Please refer to the map located at https://geomap.fiec.gov/FFIECGeocMap/geocodeMap1.aspx to determine your activity's census tract code. Census Tract: _____ <input checked="" type="radio"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS <input type="radio"/> Low/Moderate Housing (LMH): the activity provides or improve permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures. <input type="radio"/> Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.	
Slum/Blight: <input type="radio"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted. <input type="radio"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Urgent Need: <input type="radio"/> Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.	
Beneficiaries: Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents. <input checked="" type="checkbox"/> All beneficiaries are Arlington residents <input type="checkbox"/> _____ % of beneficiaries are Arlington residents	
Does your project benefit any of the following demographics? <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Abused children <input type="checkbox"/> Homeless persons <input type="checkbox"/> Persons living with AIDS </div> <div> <input checked="" type="checkbox"/> Elderly persons (age 62 and older) <input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*) <input type="checkbox"/> Migrant farm workers </div> <div> <input type="checkbox"/> Battered spouses <input type="checkbox"/> Illiterate adults <input type="checkbox"/> Other (please specify): _____ </div> </div>	
Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.	
Persons Served: 375	Households Assisted: _____
Jobs Created: 1	Businesses Assisted: _____

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

In 1990, the Selectboard established the Volunteer Coordinator and Transportation Supervisor role, a traditionally grant funded position. This role serves to supervise and coordinate volunteers as well as manage the van and transportation programs and is essential to the Council on Aging's mission to engage older residents in community participation, decrease social isolation and provide access for traditionally underserved populations. This position currently oversees over 350 volunteers annually who participate in a variety of projects, programs and activities. They also are in charge of taking all calls related to transportation, scheduling all rides and creating the daily transportation schedule.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

The Volunteer/Transportation Coordinator Position works with over 300 volunteers annually. Over the past year, the COA has done extensive outreach to residents who are non-English speaking. The Volunteer & Transportation Coordinator has taken on a large portion of that initiative as well, and currently books transportation and volunteer jobs for Chinese speaking individuals (80+ new individuals who started participating with the COA in FY23). In order to reach more residents with COA services, we need to have our volunteers reflect the populations we serve. Growing our Chinese speaking population of volunteers and participants is critical to this goal in Arlington.

With reopening the newly renovated Arlington Community Center in Spring 2022, there were additional volunteer roles necessary. One crucial role is the position of our "Volunteer Greeter" when you enter the center. Michelle maintains this role in addition to all of the other volunteer roles, making sure that there is always a trained volunteer stationed at the desk during the hours the COA is open.

We have noticed that with MBTA Bus route cut-backs, more older adults are in need of transportation to medical appointments than ever before. Our volunteer medical escort program is always in need of additional drivers to accommodate all out of town ride requests that we receive at the COA. Recruiting and training these volunteers is crucial for many older adults.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

We evaluate success in regards to the Volunteer/Transportation Coordinator position by the number of volunteer projects completed and the number of volunteers recruited each year. This past year we also began evaluating the diversity of the volunteers that work with us. Since this funding supports one job at the Council on Aging, the employee has goals and objectives that are evaluated through out the year.

We also provide many surveys and evaluation opportunities for residents to provide feedback on volunteer run programs and experiences with COA volunteers. The results of these surveys and feedback help us shape our volunteer programs for years to come.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Town of Arlington Master Plan | <input type="checkbox"/> Fair Housing Action Plan | <input type="checkbox"/> Net Zero Plan |
| <input type="checkbox"/> Housing Plan | <input type="checkbox"/> Open Space & Recreation Plan | <input checked="" type="checkbox"/> Other <small>Arlington Age & Dementia Friendly Action Plan</small> |
| <input checked="" type="checkbox"/> Connect Arlington Sustainable Transportation Plan | | |

Please explain which goals and/or strategies the proposed project advances:

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- ☐ Improve the Condition of Existing Housing: Provide decent, affordable housing
- ☐ Increase Economic Development Opportunities: Create economic opportunities
- ☐ Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
- ☒ Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- ☒ Town wide
- ☐ Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Community Availability:

Is the proposed project available from any other providers in the community?

- ☒ No, not available from other providers in the community
- ☐ Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

- ☐ 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- ☐ One (1) copy of agency's most recent financial audit
- ☐ One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

- ☐ Letters of Support
- ☐ Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Volunteer/Transportation Coordinator Position	53,134		53,134
TOTAL PROPOSED BUDGET	53,134		53,134

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Total:		

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support. The amount we are asking for is the FY23 salary for the COA Volunteer/Transportation Coordinator.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.
Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$53,134 = \$ 141.69/Vol PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: #375 vols

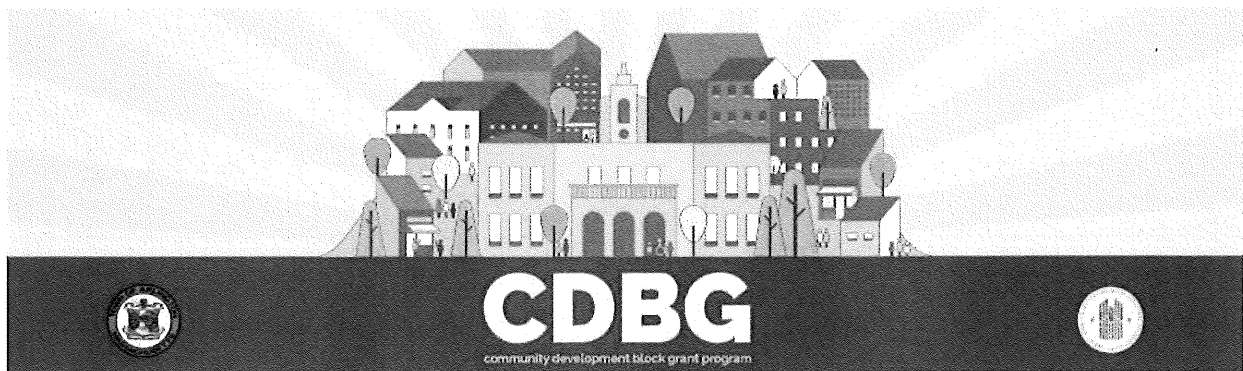
E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

If the grant is funded at a lower amount than requested, we will not be able to pay the salary for the Volunteer/Transportation Coordinator. This position is one of the most crucial at the Council on Aging and impacts thousands of residents between the work they do managing volunteers and the entire transportation program.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT	
<p>The Volunteer/Transportation Coordinator position allows a structured framework for engagement of interested older adults and other volunteer engagement in Arlington. Volunteering within the COA allows residents to provide crucial services and programs to the residents we serve and allows excellent services to take place at a lower cost. It also provides a deep sense of purpose and responsibility which is crucial to older adults who are fighting loneliness. Volunteer jobs like the ones organized through the COA for Property Tax relief also provide a financial benefit for the volunteers.</p>	
B. GOAL	
<p>Goals include engaging residents of Arlington in civic engagement opportunities and meeting the needs of older residents when staff resources are low. Needs are fluid and ever changing, our goal is to be able to leverage volunteers when necessary to meet a need in the community and recruit volunteers whenever possible to help meet needs. Another goal is to provide volunteer jobs to any older adult who is looking for engagement, and create a sense of purpose and avoid social isolation.</p>	
C. INPUTS	
<p>Maintaining the investment in the position of Volunteer/Transportation Coordinator. Putting time and energy in to continuously recruiting new and stewarding current COA volunteers. A focus on keeping Arlington "Age Friendly" allows the Volunteer Coordinator position to thrive and grow their impact. Creating a welcoming and inviting space for all here at the Arlington Community Center will encourage more older adults to step forward as volunteers.</p>	
D. ACTIVITIES	
<p>This position manages 300+ volunteers who contribute to the 120+ programs and events hosted by the Council on Aging. Additionally, this role coordinates the volunteer placements for the Senior Tax Work Off and Harry Barber volunteer programs.</p>	
E. OUTPUTS	
<p>Volunteer opportunities allow for older adults to engage in their community, reduces isolation, frailty and depression. Volunteering also provides visibility and access for residents and increases awareness of food insecurity programs and other services and benefits. The programs and activities that these volunteers engage in reach over 5,000 participants per year.</p>	
F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
<p>Maintain the integrity of the COA Volunteer program while sustaining and cultivating current volunteers with-in the program. Continue to steward meaningful relationships with volunteers who are flexible and able to meet changing volunteer needs.</p>	<p>The COA will have a reliable and invested group of volunteers that are trained and ready to step in when any needs arise. Volunteers will be fulfilled in their experience with the COA and have lasting impact on older adults in Arlington. The Volunteer/Transportation Coordinator is crucial in stewarding these volunteers.</p>



FUNDING APPLICATION FOR PROGRAM YEAR 49 (JULY 1, 2023 – JUNE 30, 2024)
PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information	
A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)	
Agency/Organization: Fidelity House UEI S7Q8KW9UXDB3-	
Contact Name: Lisa Urben	Title: Youth Program Director
Mailing Address: 25 Medford St, Arlington, MA 02474	
Email Address: fidelityhouseordir@hotmail.com	Phone: 781-648-2005
Universal Entity Identifier (UEI) #: S7Q8KW9UXDB3 <small>All entities receiving federal assistance must have a UEI #.</small>	Registered on SAM.gov? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>All entities receiving federal assistance must be registered on SAM.gov</small>
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input checked="" type="checkbox"/> 501(c)3 <input type="checkbox"/> For-profit authorized under 570.201(o) <input type="checkbox"/> Faith-based Organization <input type="checkbox"/> Unit of Government <input type="checkbox"/> Institution of Higher Education	
Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.	
B. Project Information	
Project Name: Jobs Jobs Jobs Program	Is this project new to your organization? <input type="radio"/> Yes <input type="radio"/> No
Anticipated Start Date: 7/1/23	Anticipated End Date: 6/30/24
Amount of Request: \$5,000	Project Address(es): Fidelity House, Fidelity House Day Camp
C. Eligibility	
National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.	
Low/Moderate Income Benefit:	
<input type="radio"/> Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area, where at least 33.33% of the residents make a low- or moderate-income. Please refer to the map located at https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx to determine your activity's census tract code. Census Tract: _____	
<input checked="" type="radio"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="radio"/> Low/Moderate Housing (LMH): the activity provides or improve permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="radio"/> Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.	
Slum/Blight:	
<input type="radio"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="radio"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Urgent Need:	
<input type="radio"/> Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.	
Beneficiaries:	
Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.	
<input checked="" type="checkbox"/> All beneficiaries are Arlington residents <input type="checkbox"/> _____ % of beneficiaries are Arlington residents	
Does your project benefit any of the following demographics?	
<input type="checkbox"/> Abused children <input type="checkbox"/> Homeless persons <input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Elderly persons (age 62 and older) <input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*) <input type="checkbox"/> Migrant farm workers
<input type="checkbox"/> Battered spouses <input type="checkbox"/> Illiterate adults <input checked="" type="checkbox"/> Other (please specify): _____	
Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.	
Persons Served: 5 Households Assisted: _____ Jobs Created: _____ Businesses Assisted: _____	

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Fidelity House offers child care job training and employment for teens from low to moderate family income levels. The youth develop skills that will help pave the way for future employment, life choices and developing an understanding of the benefits of employment.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

The teens who worked through this program last year were invaluable and a great asset to our summer programming! It always takes a little more effort to reach out to youth who can benefit from this opportunity and we hope to start the process a little earlier and recruit a few additional teens.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

All statistical data is recorded and available for yearly comparisons. Criteria for success will be based on the number of teens and the length of time employed.

**This paragraph is for Town of Arlington Goal explanation below (fillable line not available)

This programs advances the values listed in articles 1 & 2 in the Master plan, We value an active and compassionate citizenry delivering services in our community. We value the diversity of our population. Our Town's mix of ethnic, religious and cultural backgrounds, as well as economic and personal circumstances, enriches us all

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

☒ Town of Arlington Master Plan

☐ Fair Housing Action Plan

☐ Net Zero Plan

☐ Housing Plan

☐ Open Space & Recreation Plan

☐ Other

☐ Connect Arlington Sustainable Transportation Plan

Please explain which goals and/or strategies the proposed project advances:

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

☐ Improve the Condition of Existing Housing: Provide decent, affordable housing

☐ Increase Economic Development Opportunities: Create economic opportunities

☐ Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments

☒ Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

☒ Town wide

☐ Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Community Availability:

Is the proposed project available from any other providers in the community?

☐ No, not available from other providers in the community

☒ Yes, available from other providers in the community (please explain The Art, Boys & Girls Club and Fidelity House have both worked to help local teen with employment)

E. Attachments

The following attachments must accompany this proposal:

☐ 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)

☐ One (1) copy of agency's most recent financial audit

☐ One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

☐ Letters of Support

☐ Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Salaries	\$5,000		\$5,000
TOTAL PROPOSED BUDGET	\$5,000		\$5,000

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Total:		

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.
Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$5,000 = \$1,000 PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: #5

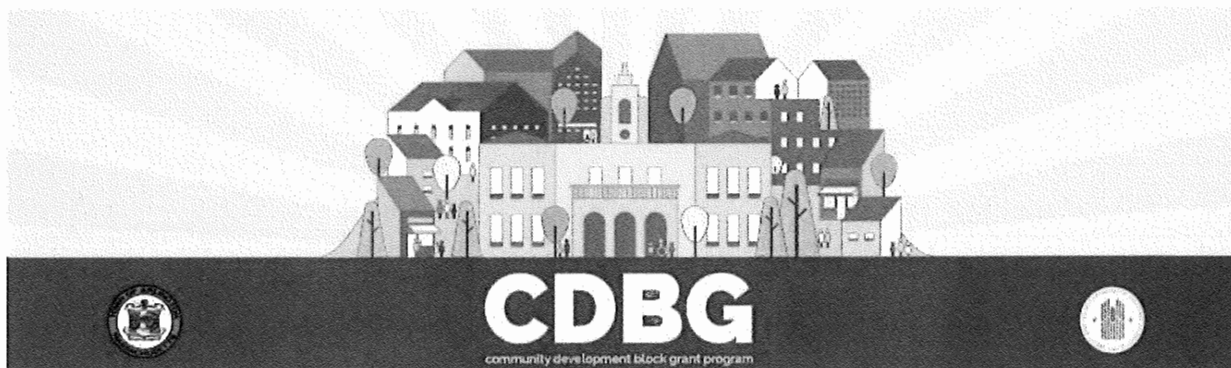
E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

The full amount goes directly to the youth. A lower amount will either reduce the number of teens we are able to hire or reduce the time they work per week but can still be offered.

Part III. Project Narrative Table

Using the prompts and questions provided on [page 6 of the Application Guide](#), complete the table below.

A. NEED STATEMENT	
<p>This Jobs, Jobs, Jobs program addresses the identified Arlington Service Need and plan: Increase Access to Jobs, Education, Transportation, and Other Services, specifically, to increase access to jobs. We have found that teens from low income families may not have the same support system or self confidence to pursue opportunities as teens from higher socio-economic backgrounds. The financial compensation is often used to benefit the teen and their family's basic needs. The job, learning to work with youth, is a lifelong skill that will benefit their interactions with their families and neighbors, their future families and could lead to a rewarding career path.</p>	
B. GOAL	
<p>Insure there are positions available for youth program employment for teens from low to moderate income families.</p> <p>Increase communication about summer employment opportunities and encourage teens from low to moderate income families to apply.</p>	
C. INPUTS	
<p>Training, child care jobs at Fidelity House & Fidelity House Day Camp and Program Director staff will be overseeing their progress.</p>	
D. ACTIVITIES	
<p>The Program Directors will provide required training for teens to work with children, provide weekly employment and supervision and follow up with on the job feedback to enhance performance. Additional training to address public health or safety protocols or equipment needs will be provided if necessary.</p>	
E. OUTPUTS	
<p>4 Youth benefit from the training and experience of college age and professional staff.</p> <p>100% of the teens continue to work throughout the school year</p> <p>This program served 100% of teens whose family household income levels are determined to be Very Low or Low by the Federal Department of Housing and Urban Development.</p>	
F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
<p>Low to moderate income youth will receive economic gain they can use immediately or towards future endeavors.</p> <p>Low to moderate income youth will learn employable job skills and gain experience for future employment.</p>	<p>The youth will positively contribute to their communities as employees, family members and good citizens.</p>



FUNDING APPLICATION FOR PROGRAM YEAR 49 (JULY 1, 2023 – JUNE 30, 2024)
PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information	
A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)	
Agency/Organization: Fidelity House	
Contact Name: Lisa Urben	Title: Youth Program Director
Mailing Address: 25 Medford St, Arlington, MA 02474	
Email Address: fidelityhouseordir@hotmail.com	Phone: 781-648-2005
Universal Entity Identifier (UEI) #: S7Q8KW9UXDR5 <small>All entities receiving federal assistance must have a UEI #.</small>	Registered on SAM.gov? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>All entities receiving federal assistance must be registered on SAM.gov</small>
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input checked="" type="checkbox"/> 501(c)3 <input type="checkbox"/> For-profit authorized under 570.201(o) <input type="checkbox"/> Faith-based Organization <input type="checkbox"/> Unit of Government <input type="checkbox"/> Institution of Higher Education	
Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.	
B. Project Information	
Project Name: Menotomy Manor Outreach Program	Is this project new to your organization? <input type="radio"/> Yes <input type="radio"/> No
Anticipated Start Date: 7/1/23	Anticipated End Date: 6/30/24
Amount of Request: \$21,000	Project Address(es): Fidelity House Day Camp & Menotomy Manor 3563.00
C. Eligibility	
National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.	
Low/Moderate Income Benefit:	
<input checked="" type="radio"/> Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area, where at least 33.33% of the residents make a low- or moderate-income. Please refer to the map located at https://geomap.flic.gov/FFIEGGeocMap/geocodeMap1.aspx to determine your activity's census tract code. Census Tract: _____	
<input type="radio"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="radio"/> Low/Moderate Housing (LMH): the activity provides or improve permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="radio"/> Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.	
Slum/Blight:	
<input type="radio"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="radio"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Urgent Need:	
<input type="radio"/> Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.	
Beneficiaries:	
Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.	
<input checked="" type="checkbox"/> All beneficiaries are Arlington residents <input type="checkbox"/> _____ % of beneficiaries are Arlington residents	
Does your project benefit any of the following demographics?	
<input checked="" type="checkbox"/> Abused children <input type="checkbox"/> Homeless persons <input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Elderly persons (age 62 and older) <input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*) <input type="checkbox"/> Migrant farm workers
<input type="checkbox"/> Battered spouses <input type="checkbox"/> Illiterate adults <input type="checkbox"/> Other (please specify): _____	
Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.	
Persons Served: 125 Households Assisted: _____ Jobs Created: _____ Businesses Assisted: _____	

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Fidelity House's Menotomy Manor Outreach Program directly serves the youth who reside at Menotomy Manor, Arlington's low income family housing. It is designed to offer opportunities, reduce the barriers that prevent participation (including transportation and financial) and assimilate the youth into community wide programming. It provides camperships and transportation to/from Menotomy Manor to attend our Summer Day Camp and gives free memberships, scholarships for school year youth programming. Onsite programming and transportation to Fidelity House during the school year are part of the outreach as community health guidelines dictate. It is a unique program that is able to offer stability, short term and long term benefits for the youth/families that reside at Menotomy Manor and ultimately benefits the entire Arlington community.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

Fidelity House remains committed to the families year round!

Our main challenge last year was how to best balance the increased interest in camp attendance post Covid isolation, the rising costs to run a Day Camp and our allotted budget. We found the best way to do that last year was to offer each camper the opportunity to attend 1 week of camp and increase our transportation from the first day of day camp until the last day of summer. Ideally, we would like to increase the opportunity to 2 weeks per camper as finances allow. We found the daily transportation was vital and will continue to offer that this year.

There has been an increase in participation in school year activities and we will continue to offer and add opportunities youth can participate in. We are looking to offer additional transportation to school year programs as finances allow.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

All statistical data is recorded and available for seasonal comparisons for all facets of the Outreach programming. Criteria for success will be based on the number of youth/community attending our programs and the length of time services provided. Program evaluations are made seasonally, comparing past and potential use and impacting direct communication methods.

****For the Town of Arlington Goals Explanation below (fillable box not available below).** This Program advances the values listed in articles 1,2 & 5 in the Master plan, specifically; We value an active and compassionate citizenry delivering services in our community. We value the diversity of our population. Our Town's mix of ethnic, religious and cultural backgrounds, as well as economic and personal circumstances, enriches us all. We will be known for the breadth and richness of our resources and activities available to Arlington citizens.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

☒ Town of Arlington Master Plan

☐ Fair Housing Action Plan

☐ Net Zero Plan

☐ Housing Plan

☐ Open Space & Recreation Plan

☐ Other _____

☐ Connect Arlington Sustainable Transportation Plan

Please explain which goals and/or strategies the proposed project advances:

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

☐ Improve the Condition of Existing Housing: Provide decent, affordable housing

☐ Increase Economic Development Opportunities: Create economic opportunities

☐ Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments

☒ Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

☐ Town wide

☒ Specific Area – Which block group(s)/census tract(s) is/are the project located in?

3563.00

Community Availability:

Is the proposed project available from any other providers in the community?

☒ No, not available from other providers in the community

☐ Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

☐ 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)

☐ One (1) copy of agency's most recent financial audit

☐ One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

☐ Letters of Support

☐ Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Office, Mailings		\$500	\$500
Travel		\$5,000	\$5,000
Salaries, admin 10%		\$17,335	\$17,335
Day Camp Camperships	\$21,000		\$21,000
Program Activity Scholarships		\$12,000	\$12,000
TOTAL PROPOSED BUDGET	\$21,000	\$34,835	\$55,835

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:	\$24,835	
Private:	\$10,000	
Total:	\$34,835	

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.
Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$21,000 = \$ 525 PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: #40

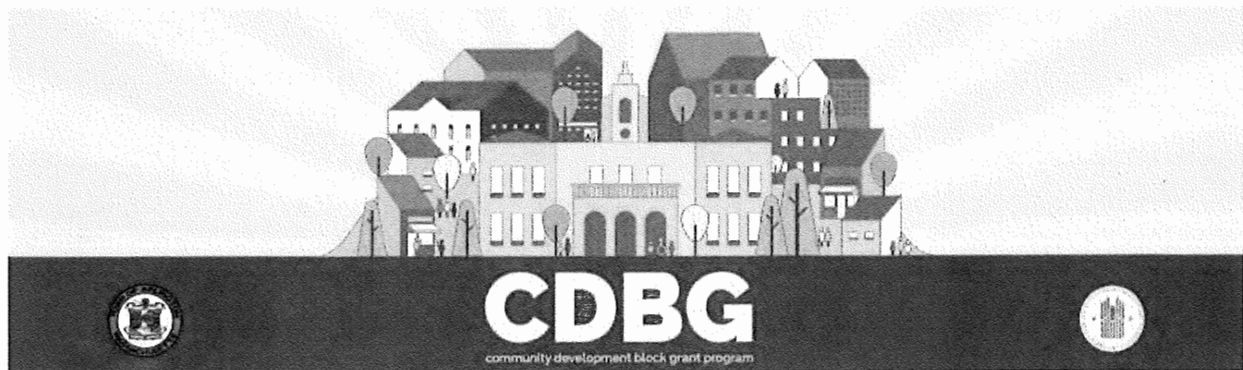
E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

A lower amount will either reduce the number of youth we are able to send to Day Camp and/or reduces the time each child is able to attend.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT	
<p>The Menotomy Manor Program addresses the identified Arlington Service Need and plan: Increase Access to Jobs, Education, Transportation, and Other Services, specifically, to increase access to education (preschool), health and wellness, recreation, and health and social services activities.</p> <p>The need to develop a firm foundation, increase developmental skills and further the social, physical and emotional growth of youth in the community are universal. This program serves youth in our community who are at risk of not receiving the same opportunities because of financial and transportation considerations. 95% of our 2022 Day Campers family incomes were considered from very low or low income households as determined by the Federal Department of Housing and Urban Development while 5% were considered Low moderate income households. This translates to 100% of those families at risk of not receiving the same opportunities.</p>	
B. GOAL	
<p>Our program goals ultimately Increase Access to Education (preschool age), Transportation (removing a barrier to participation) and Other Services (recreation activities that promote development of physical, social & emotional growth of the individual and develop citizenship)</p> <p>Increase both the opportunities and participation of youth that reside at Menotomy Manor.</p> <p>Decrease barriers to participation by providing transportation and financial assistance year round.</p> <p>Provide a consistent presence during their developmental years that also provides prevention/intervention programming and assimilates youth into a larger community.</p>	
C. INPUTS	
<p>Staff: Youth program Director, Outreach Coordinator plus adjunct transport/college/high school personnel.</p> <p>Bus: transportation</p> <p>Facilities: Day Camp location, Fidelity House and onsite building use.</p> <p>Scholarships: year round</p>	
D. ACTIVITIES	
<p>The facilities, staff and transportation combine to expand youth opportunities and experiences that will ultimately increase the physical, social & emotional growth of the individuals.</p> <p>In the Summer, scholarships are offered for Day Camp (including daily swimming lessons) and transportation from Menotomy Manor to camp and back is provided.</p> <p>During the school year, scholarships to programs, preschool age through high school age, are provided. Free memberships are offered.</p> <p>Onsite programming is offered one time a week.</p> <p>During very limited access restrictions, Fidelity House provides scholarships to youth for all child care programs that are able to operate.</p>	
E. OUTPUTS	
<p>This program served 100% of families/children whose family household income levels are determined to be Very Low, Low or Low Moderate by the Federal Department of Housing and Urban Development.</p> <p>100% of the youth served receive transportation to/from Fidelity House to Menotomy Manor.</p> <p>There was a 15% increase in number of Youth who were able to attend Day Camp this year.</p>	
F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
<p>Youth will learn new skills</p> <p>Youth will widen their circle of friendships and community contacts</p> <p>Youth will gain new perspectives</p> <p>Youth will increase their physical, social and emotional growth</p>	<p>Youth remain active, healthy citizens and self reliant in adulthood.</p>



FUNDING APPLICATION FOR PROGRAM YEAR 49 (JULY 1, 2023 – JUNE 30, 2024)
PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information	
A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)	
Agency/Organization: Housing Corporation of Arlington	
Contact Name: Erica Schwarz	Title: Executive Director
Mailing Address: 252 Massachusetts Ave, Arlington, MA 02474	
Email Address: ESchwarz@HousingCorpArlington.org	Phone: 781-859-5294 x1
Universal Entity Identifier (UEI) #: SXFGGNQ2DST <small>All entities receiving federal assistance must have a UEI #.</small>	
Registered on SAM.gov? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>All entities receiving federal assistance must be registered on SAM.gov</small>	
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input checked="" type="checkbox"/> 501(c)3 <input type="checkbox"/> For-profit authorized under 570.201(o) <input type="checkbox"/> Faith-based Organization <input type="checkbox"/> Unit of Government <input type="checkbox"/> Institution of Higher Education	
Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.	
B. Project Information	
Project Name: Civic Engagement Coordinator	Is this project new to your organization? <input type="radio"/> Yes <input type="radio"/> No
Anticipated Start Date: 7/1/23	Anticipated End Date: 6/30/24
Amount of Request: \$50,000	Project Address(es): 252 Massachusetts Ave, Arlington, MA 02474
C. Eligibility	
National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.	
Low/Moderate Income Benefit: <input type="radio"/> Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area, where at least 33.33% of the residents make a low- or moderate-income. Please refer to the map located at https://geomap.fhiec.gov/FFIECGeocMap/geocodeMap1.aspx to determine your activity's census tract code. Census Tract: _____	
<input checked="" type="radio"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="radio"/> Low/Moderate Housing (LMH): the activity provides or improve permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="radio"/> Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.	
Slum/Blight: <input type="radio"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="radio"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Urgent Need: <input type="radio"/> Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.	
Beneficiaries: Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents. <input checked="" type="checkbox"/> All beneficiaries are Arlington residents <input type="checkbox"/> _____ % of beneficiaries are Arlington residents	
Does your project benefit any of the following demographics?	
<input type="checkbox"/> Abused children <input checked="" type="checkbox"/> Homeless persons <input type="checkbox"/> Persons living with AIDS	<input checked="" type="checkbox"/> Elderly persons (age 62 and older) <input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*) <input type="checkbox"/> Migrant farm workers
<input checked="" type="checkbox"/> Battered spouses <input checked="" type="checkbox"/> Illiterate adults <input checked="" type="checkbox"/> Other (please specify): _____ <small>any low-income adult in AUI</small>	
Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.	
Persons Served: <u>80</u> Households Assisted: _____ Jobs Created: _____ Businesses Assisted: _____	

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

HCA seeks to hire a Civic Engagement Coordinator to support deeper engagement of HCA's tenants and other low-income residents in Arlington. The Coordinator will involve these families in leadership opportunities within HCA such as by joining committees, and help them participate in local processes, such as giving input on Town plans. This work will expand the voice of low-income families in Arlington and expand local leadership from among this population, helping to make HCA's mission focused work more effective and to bring more equity to Arlington around housing and other issues.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

This is a new program for HCA, but the work will build on years of successful social service programs, including relationships that HCA staff have developed with low-income tenants, both those who live in HCA units and others in Arlington. HCA will continue to provide direct services to low-income families to help them maintain housing and family stability, but will now also provide the additional service of leadership development, greater involvement in decision making at HCA, and greater input on town processes that impact them.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

HCA collects sign-in sheets at all of our events and meetings. We will track participation of our members in a database so we can know how many people are participating (both who is new and whose participation has expanded) and in what way they are participating. This will include tracking new membership on HCA and other town committees, as well as attending public hearings, sharing comments at public hearings, and other kinds of activities. We will evaluate the effectiveness of the Tenant Councils in supporting more effective property management at HCA properties. HCA also conducts an annual survey of members, which is available to complete in hard copy or to online. We will ensure we survey these participants to identify if the outcomes outlined below come true, such as if they feel they have increased leadership skills and ability to influence local housing issues. The survey will be conducted a little more than half way through the program year (in January/February), and again one year later.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- | | | |
|--|--|--|
| <input type="checkbox"/> Town of Arlington Master Plan | <input checked="" type="checkbox"/> Fair Housing Action Plan | <input type="checkbox"/> Net Zero Plan |
| <input type="checkbox"/> Housing Plan | <input type="checkbox"/> Open Space & Recreation Plan | <input checked="" type="checkbox"/> Other (future) Diversity, Equity, Inclusion Plan |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan | | |

Please explain which goals and/or strategies the proposed project advances:

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- ☐ Improve the Condition of Existing Housing: Provide decent, affordable housing
- ☐ Increase Economic Development Opportunities: Create economic opportunities
- ☐ Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
- ☒ Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- ☒ Town wide
- ☐ Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Community Availability:

Is the proposed project available from any other providers in the community?

- ☒ No, not available from other providers in the community
- ☐ Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

- ☐ 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- ☐ One (1) copy of agency's most recent financial audit
- ☐ One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

- ☐ Letters of Support
- ☐ Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Payroll & fringe	32000	9182	41182
Food & Materials	8000		8000
Translation/Interpretation	1000	200	1200
Data Tracking-Eval	4000	3000	7000
Overhead	5000	2000	7000
TOTAL PROPOSED BUDGET	50000	13382	64382

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source		Amount	Committed or Pending
Other Federal:	LISC Americorp	8182	Pending
State:			
Local:			
Private:	Grassroots Donations	5718	Pending; expected by July 1
Total:		\$13900	

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support. HCA raises over \$500,000 in donations from individuals, small businesses, local banks, and family foundations every year. Private funds will come from these sources. Pending approval of our application to LISC this position may be an Americorp position through April 2024.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.
Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ 50000 = \$ 455 PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 110

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

If we are funded at a lower amount, we will consider reducing the hours of the new staff person we will engage and/or working to raise additional funds from our donor base to compensate.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT	
<p>HCA provides a wide range and depth of social services to our own tenants and to other low-income families in Arlington and beyond. However, those populations' voices are rarely heard within HCA committees and in the public discourse. This means that programs and policies may not meet the truest need or be designed in such a way as to have the impact that is desired. Furthermore, many local residents care about housing affordability but are unaware of how that process works, or how they might get involved to help expand housing affordability in Arlington. HCA's current staffing level is inadequate to engage our tenants and members in a deeper way. HCA seeks to fill these gaps in participation and knowledge by hiring a Civic Engagement Coordinator to provide a set of programs and services to expand education about housing issues and other issues that impact low-income people in Arlington, and to support low-income residents in becoming more civically engaged around such issues, including by joining HCA or other town committees and by participating in local planning and public input processes. Additionally, tenants in HCA's housing have little say currently in how their homes are managed. This makes it hard for HCA and our property management firm to get the best information about needed repairs and undermines how building policies are enacted. This disconnect may also prevent some of our tenants from becoming more active with the activities described above. Therefore, HCA is also initiating tenant councils in 2023, so that tenants may serve as HCA's partner in property management. While the councils will primarily be led by tenants and staffed by HCA's Social Service Coordinators, the Civic Engagement Coordinator will be vital in supporting outreach, meeting turnout, and tracking of council goals and activities, and in building relationships with tenants who then want to get more locally involved by, for example, sharing comments at a public hearing.</p>	
B. GOAL	
<p>To see a marked increase in the number of low-income families and tenants participating in HCA decision making (via joining HCA committees or participating in other ways), and in other Arlington local input processes and meetings. To see HCA or Town of Arlington programs or policies influenced by the ideas and explanation of needs coming from low-income families. To see an increase in the number of low-income families advocating for affordable housing and around other issues impacting low-income families in Arlington. To see more awareness and knowledge by Arlington residents about affordable housing, the need for it and how it gets created and managed. To see a new structure for communication around tenant issues within HCA properties that allows for tenants to influence building policies, programs provided, and some capital improvements (such as adding a bench) that would enhance quality of life at our properties. The outreach and intentional engagement provided by the Civic Engagement Coordinator will directly increase access to this kind of social service activities. HCA tenants and other low-income families will be invited, trained, and supported in participating in their own leadership development and advancing the issue of affordable housing and other issues they care about. Detail relating Goal in Town Plans that this proposal supports: Housing Plan Goal 9: Increase capacity to produce housing through leadership development, advocacy, staffing, funding, and relationships with nonprofit and for profit developers Housing Plan Goal 10: Build awareness of affordable and fair housing needs within Arlington and the large region, as well as Arlington's role in addressing broader inequities. Fair Housing Plan, Goal A3: Continue holding public discussions on the impact of housing, the role of direct and indirect discrimination, and fair housing law This proposal likely will align strongly with the town's future Diversity, Equity, and Inclusion Plan, now in its planning process.</p>	
C. INPUTS	
<p>HCA Executive Director, Erica Schwarz, has a professional background and demonstrated success as a community organizer. She will be in the lead to develop the job description and the tasks to be carried out by the new Civic Engagement Coordinator. The Coordinator will be directly supervised by Paul Jean, one of HCA's Social Service Coordinators with 20 years of experience in a range of human services, case management, and social work, including supervising staff. This work is only successful when an organization has built effective relationships with those it seeks to engage. HCA has a depth of meaningful relationships with many of our tenants and other low-income families, but this project will enable to build more and deepen those we have. To do this HCA will use our contact list of all of the tenants occupying our current 150 units of housing. We will also use the contact list we have for hundreds of additional households we have supported over the last many years with social services. We also have a general contact list of over 1,200 additional Arlington community members who may be interested in some of these activities. HCA has applied for an Americorp position with Boston LISC. If awarded, the Americorp program will support some of the Coordinator's salary, and provide training to the new Civic Engagement Coordinator during a time period that will overlap with the CDBG service year by 9 months. HCA also has a strong and generous donor base, whose donations will support the additional funds required to support this staff person, and cover some expenses that will be needed to advance their tasks that will not be covered by CDBG funds.</p>	
D. ACTIVITIES	
<p>CDBG funds will be used to hire a new Civic Engagement Coordinator, who will: Conduct planning and outreach for a range of HCA events, in order to educate, engage and build relationships with low-income Arlington residents and others including: Annual Walk for affordable housing Public educational events about affordable housing developments and policies, including MBTA communities, zoning changes, how affordable housing gets funded and built, and other topics Annual HCA tenant picnic HCA's outreach table at Arlington Town Day Support coordination of HCA Tenant Councils, including engaging new tenants in participation, supporting outreach for meetings, and helping tenants and staff track agenda items and next steps. The Civic Engagement Coordinator will bring agenda items to Tenant Councils regarding opportunities for input on local issues. Hold 1-2 input meetings with low-income families who are not HCA tenants to identify the issues and local processes that they would want to engage with. This may be coupled with educational events listed above. Engage HCA tenants and other families in participating in local processes, including providing comment on Town plans or processes related to housing, DEI, transportation, or other relevant topics, and sharing comments regarding housing related zoning proposals or developments. This will include outreach, education on issues, helping tenants prepare their own comments, helping them prepare to speak publicly, helping them access online meetings or online comment forms, supporting translation or interpretation when needed, and other support to ensure successful participation. Help identify participants who might be interested in joining the HCA Board or committees. Connect tenants with opportunities for leadership outside of HCA, such as when there is an opening for a low-income resident or tenant on the HCA or other local board. Support the development of the annual member survey, conduct analysis of the results of the survey, and develop recommendations for HCA based on those results. Outreach will include mailings, emails, phone calls and in person visits to HCA's own properties and tenants; mailings, emails and phone calls to HCA's low-income social service clients; and outreach to other low-income populations in Arlington, largely by partnering with other agencies that serve them.</p>	
E. OUTPUTS	
<ol style="list-style-type: none"> 1. To engage at least 80 low-income individuals in new participation or in increased participation with HCA through assuming leadership in HCA Tenant Councils, participation in HCA public education events or HCA committees, and/or public comment or advocacy in Arlington around affordable housing or other issues that impact low-income families. 2. To see at least 10 of the 80 individuals newly join an HCA committee (including leadership in a Tenant Council, Annual Walk Committee, or Real Estate Committee) or the Board of Directors 3. To see an increase in the number of HCA members (those who donate to HCA and/or who participate in HCA meetings or events annually) who attend and provide comments at public meetings or hearings on issues relating to affordable housing, DEI, or other issues that impact low-income families. 3. To see at least 70 tenants participate in Tenant Councils, who may not assume a leadership role, but who contribute through their attendance at meetings or by providing property management related input through other channels that the Tenant Councils may establish. These 70 tenants may overlap with the 80 individuals in item 1. <p>Among all of these categories, we expect to engage a total of 110 individuals in this work.</p>	
F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
<p>To have at least 70 of the 80 low-income participants feel that their participation has:</p> <ul style="list-style-type: none"> - expanded their leadership skills - helped to advance affordable housing or another issue that is important to them <p>To have at least 70 of the 80 participants feel that they want to remain civically active</p> <p>To see at least 70 of the 80 participants maintain their active involvement at least one year later.</p> <p>To have at least 90% of the tenants who participate in Tenant Councils feel that their involvement has improved their quality of life and/or resulted in better management of their building.</p>	<p>Building education and leadership from among populations directly impacted by a social inequity, such as the cost of housing, can have profound and positive long-term impacts. Once a local low-income tenant gains knowledge of local housing issues and the confidence and awareness of how to participate in local processes, that person will be able to successfully participate with HCA and with town processes, providing vital input and influence that otherwise would not exist. Furthermore, if supported adequately to start, this work builds and generates momentum over time. The more low-income people who start participating in this way, the easier it will be for others to come behind them. They will see that they are not an outlier in public processes; the psychological barriers to participation will lower. Their participation may also lead to a suggestions and a shift in how outreach is done around public processes to enable more input from a wider set of residents. Over the long term, CDBG funds will enable Arlington will to gain a steady base of low-income households who are more educated on local issues, actively participating in Arlington civic life, and helping to expand housing affordability and bring greater racial and economic equity generally to local decisions.</p>



FUNDING APPLICATION FOR PROGRAM YEAR 49 (JULY 1, 2023 – JUNE 30, 2024)
PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information	
A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)	
Agency/Organization: Arlington Recreation Department	
Contact Name: Joseph Connelly	Title: Director
Mailing Address: 422 Summer Street, Arlington, MA 02474	
Email Address: jconnelly@town.arlington.ma.us	Phone: 781-316-3889
Universal Entity Identifier (UEI) #: All entities receiving federal assistance must have a UEI #.	Registered on SAM.gov? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No All entities receiving federal assistance must be registered on SAM.gov
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input type="checkbox"/> 501(c)3	<input type="checkbox"/> For-profit authorized under 570.201(o)
<input type="checkbox"/> Faith-based Organization	<input checked="" type="checkbox"/> Unit of Government
	<input type="checkbox"/> Institution of Higher Education
Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.	
B. Project Information	
Project Name: Scholarship Program	Is this project new to your organization? <input type="radio"/> Yes <input type="radio"/> No
Anticipated Start Date: 7/1/20	Anticipated End Date: 6/30/20
Amount of Request: \$15,000	Project Address(es): 422 Summer Street, Arlington, MA
C. Eligibility	
National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.	
Low/Moderate Income Benefit:	
<input checked="" type="radio"/> Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area, where at least 33.33% of the residents make a low- or moderate-income. Please refer to the map located at https://geomap.fhiec.gov/FHIECGeocMap/geocodeMap1.aspx to determine your activity's census tract code. Census Tract: _____	
<input type="radio"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="radio"/> Low/Moderate Housing (LMH): the activity provides or improve permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="radio"/> Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.	
Slum/Blight:	
<input type="radio"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="radio"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Urgent Need:	
<input type="radio"/> Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.	
Beneficiaries:	
Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.	
<input checked="" type="checkbox"/> All beneficiaries are Arlington residents	
<input type="checkbox"/> _____ % of beneficiaries are Arlington residents	
Does your project benefit any of the following demographics?	
<input type="checkbox"/> Abused children	<input type="checkbox"/> Elderly persons (age 62 and older)
<input type="checkbox"/> Homeless persons	<input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)
<input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Migrant farm workers
<input type="checkbox"/> Battered spouses	<input type="checkbox"/> Illiterate adults
<input checked="" type="checkbox"/> Other (please specify): All	
Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.	
Persons Served: 100	Households Assisted: 50
Jobs Created: 0	Businesses Assisted: 0

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

The Arlington Recreation Scholarship fund is available to all residents who qualify using the standards provided to us by the CDBG program. Applicants can qualify for anywhere from 25%-100% reduction in the program fees. Residents are eligible for one program per season, per child in the family. We also provide a 10% reduction in our after school program fees for qualifying applicants. This equates to one month free tuition.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

Last year we offered 76 scholarships to a variety of individuals in need. The strengths of the program is that it allows residents in need to request assistance throughout the year so that families and youth are able to participate in programming year round. The challenge of this program is making sure all applicants submit the correct paperwork with their application.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

Arlington Recreation will continue to evaluate the scholarship program and look to expand the number of scholarship applicants. This will be done by increasing the awareness of the scholarship program through our email marketing system.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

☐ Town of Arlington Master Plan

☐ Fair Housing Action Plan

☐ Net Zero Plan

☐ Housing Plan

☒ Open Space & Recreation Plan

☐ Other _____

☐ Connect Arlington Sustainable Transportation Plan

Please explain which goals and/or strategies the proposed project advances:

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

☐ Improve the Condition of Existing Housing: Provide decent, affordable housing

☐ Increase Economic Development Opportunities: Create economic opportunities

☐ Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments

☒ Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

☒ Town wide

☐ Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Community Availability:

Is the proposed project available from any other providers in the community?

☒ No, not available from other providers in the community

☐ Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

☐ 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)

☐ One (1) copy of agency's most recent financial audit

☐ One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

☐ Letters of Support

☐ Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using **Table A OR Table B, and Table C as applicable**. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Scholarship Program	\$15,000		\$15,000
TOTAL PROPOSED BUDGET	\$15,000		\$15,000

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Total:		

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.
Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ 15,000 = \$ 150 PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 100

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

Yes, we will spread out the funding as is allotted.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT

There is continuous need in our community for financial assistance for recreational and family programming. Often applicants request summer and after school care programming for daycare reasons. This program assists parents/guardians in their daycare needs so that they are able to work knowing their children are being cared for in a safe and caring local environment.

B. GOAL

The goal of Arlington Recreation is to never turn down a prospective program participant due to financial hardship. Arlington Recreation will work with residents and families to make sure all Arlington youth have the opportunity for the same recreational shared experiences.

C. INPUTS

Our input is the marketing of the availability of funding. We do this through our seasonal brochures, website, and in cooperation with various community partners.

D. ACTIVITIES

All programming activities are available for scholarship. The most common program requests are for summer camp opportunities, after school programming, and Arlington Reservoir beach family passes.

E. OUTPUTS

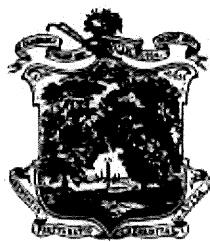
The number of residents and families we service each year varies depending on a variety of factors. With the requested award being \$15,000 and our average recreational summer program price being \$150, we anticipate a minimum of 100 residents and families being serviced

F1. SHORT-TERM OUTCOMES

The short term outcomes is to enable all residents the same opportunity for a local recreation experience without financial barriers.

F2. LONG-TERM OUTCOMES

The increased community bond that is experienced by a child/family by participating in local programming. Often our scholarship recipients end up attending our programs for several years and later become employees or volunteers for the department.



TOWN OF ARLINGTON

MASSACHUSETTS 02476

781 - 316 - 3090

DEPARTMENT OF PLANNING and COMMUNITY DEVELOPMENT

MEMORANDUM

TO: Select Board, CDBG Subcommittee
FROM: Claire V. Ricker, Director of Planning and Community Development
DATE: January 13, 2023
SUBJECT: CDBG Program Year 49 – Request for Funds

On behalf of the Department of Planning and Community Development, I am pleased to submit to you the following requests for Community Development Block Grant (CDBG) funds for Program Year 49 running from July 1, 2023 through June 30, 2024. These requests were developed to fall within the U.S. Department of Housing and Urban Development's mandated Planning and Administration cap of 20% of the annual CDBG award.

Planning

Planners – This is a request for **\$60,000** to fund a portion of the salary and fringe benefits of Department staff working on CDBG-related activities. Duties and responsibilities involve data gathering and analysis, survey creation and implementation, community engagement, land use planning and zoning activities, affordable housing studies and implementation.

Long-Range Planning for Housing and Related Studies – This request is for **\$67,250** to fund a range of planning activities to help in the creation and preservation of affordable housing and minimize displacement. These activities will include:

- studying the needs of extremely low-income and underhoused individuals and families to inform future funding applications and allocation of resources;
- identify resources to preserve homes that are on track to lose affordability due to expiring deed restrictions; and other activities which advance affordable housing planning;
- develop additional plans for the Arlington Affordable Housing Trust Fund, as needed; including study of zoning overlays to promote affordable housing development
- conduct planning analyses to advance recommendations in Connect Arlington, Net Zero Action Plan, and the Affordable Housing Action Plan;
- begin development of Master Plan update process.

Administration

CDBG Administrator – This is a request for **\$78,214** to fund the salary and fringe benefits of the CDBG Administrator position. This staff person is responsible for the daily financial administration of the CDBG program and coordination of grant activities with program directors. The Administrator is also responsible for maintaining all records and completing the reporting requirements of the CDBG program as required by HUD.

General Administration – This is a request for **\$19,500** to fund administrative costs related to overall program development, management, coordination, monitoring, and evaluation. This line item also

includes funding legal advertising and training and travel costs for the Administrator and membership dues for consortia and associations.

Total Request for Planning and Administration: \$224,964



FUNDING APPLICATION FOR PROGRAM YEAR 49 (JULY 1, 2023 – JUNE 30, 2024)
PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information

A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

Agency/Organization: Envision Arlington	
Contact Name: Marisa Lau	Title: Senior Planner, DPCD
Mailing Address: Dept of Planning and Community Development, 730 Mass Ave, Arlington, MA 02476	
Email Address: mlau@town.arlington.ma.us	Phone: 781-316-3091
Universal Entity Identifier (UEI) #: <small>All entities receiving federal assistance must have a UEI #.</small>	Registered on SAM.gov? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>All entities receiving federal assistance must be registered on SAM.gov</small>
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input type="checkbox"/> 501(c)3	<input type="checkbox"/> For-profit authorized under 570.201(o)
<input type="checkbox"/> Faith-based Organization	<input checked="" type="checkbox"/> Unit of Government
	<input type="checkbox"/> Institution of Higher Education
Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.	

B. Project Information

Project Name: 2024 Annual Town Survey	Is this project new to your organization? <input type="radio"/> Yes <input type="radio"/> No
Anticipated Start Date: 9/1/23	Anticipated End Date: 6/1/24
Amount of Request: 2,000	Project Address(es): Town of Arlington

C. Eligibility

National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check **ONE** box.

Low/Moderate Income Benefit:

☒ **Low/Moderate Income Area Benefit (LMA):** the activity meets the needs of persons residing in a specific area, where at least 33.33% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.fiec.gov/FFIEGGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract: All eligible block groups in Arlington

☐ **Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.

☐ **Low/Moderate Housing (LMH):** the activity provides or improve permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ **Low/Moderate Jobs (LMJ):** the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

Slum/Blight:

☐ **Slum or Blighted Area (SBA):** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☐ **Spot Blight (SBS):** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety..

Urgent Need:

☐ **Urgent Need:** the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

Beneficiaries:

Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

☒ All beneficiaries are Arlington residents

☐ _____% of beneficiaries are Arlington residents

Does your project benefit any of the following demographics?

<input type="checkbox"/> Abused children	<input type="checkbox"/> Elderly persons (age 62 and older)	<input type="checkbox"/> Battered spouses
<input type="checkbox"/> Homeless persons	<input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)	<input type="checkbox"/> Illiterate adults
<input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Migrant farm workers	<input checked="" type="checkbox"/> Other (please specify): _____

Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.

Persons Served: _____ Households Assisted: 4500 Jobs Created: _____ Businesses Assisted: _____

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

The survey project contributes to the planning, policy-management, and capacity building for the community as described in detail under Title 24: Part 570 subpart C, Section 205. Envision Arlington prepares an insert to the Town Census making it possible for all residents to express opinions, share personal preferences and priorities for Town programs, and receive updates about important Town issues. This opportunity to educate the community on upcoming projects and facilitate direct communication between the residents to the Town contributes to civic engagement. The survey is administered annually, and is an opportunity for departments and committees across town can submit questions and receive data from a cross-section of residents, aiding in decision-making. Survey responses help identify important issues and guide the Select Board, Town Manager, Town and School departments, as well as other organizations who partner with government to develop and inform policy and improve local services.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

The 2022 Annual Town Survey received about the same number of responses as the past couple of years. Volunteers continue to seek ways to spread the word to more people through social media and neighborhood flyers. A greater focus is being placed on gathering longitudinal data by repeating key questions year to year. Understanding if program changes in multiple departments are having an impact over time will be valuable to Arlington's current Diversity, Equity and Inclusion initiatives.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

The Envision Arlington Standing Committee reviews survey results annually, and aims to increase participation rates in the survey annually. Beyond simply gaining more responses, the Committee uses responses to the demographic questions on the survey to measure whether the full diversity of the town (racially, socioeconomically, age) is represented among survey respondents. During the two months the survey is open, the Committee works with volunteers to conduct targeted outreach to underrepresented groups. After the close of the survey and prior to the next year's survey, the Committee discusses and plans for strategies for increasing overall participation rates, and particularly how participation in underrepresented groups can be increased in the next year's survey.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Town of Arlington Master Plan | <input type="checkbox"/> Fair Housing Action Plan | <input type="checkbox"/> Net Zero Plan |
| <input type="checkbox"/> Housing Plan | <input type="checkbox"/> Open Space & Recreation Plan | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan | | |

Please explain which goals and/or strategies the proposed project advances:

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- ☐ Improve the Condition of Existing Housing: Provide decent, affordable housing
- ☐ Increase Economic Development Opportunities: Create economic opportunities
- ☐ Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
- ☒ Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- ☒ Town wide
- ☐ Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Community Availability:

Is the proposed project available from any other providers in the community?

- ☒ No, not available from other providers in the community
- ☐ Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

- ☐ 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- ☐ One (1) copy of agency's most recent financial audit
- ☐ One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

- ☐ Letters of Support
- ☐ Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Insert in census mailing	\$1,100		
Survey Monkey subscription	\$300		
Printed copies of survey	\$300		
Promotional materials and supplies	\$300		
TOTAL PROPOSED BUDGET	\$2,000		

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET	n/a		

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:	none	
State:	none	
Local:	none	
Private:	none	
Total:	none	

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program. Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ 2000 = \$.44 PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 4,500

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

No. The funds are spent on outreach so that all residents are informed of the opportunity to participate. By administering the survey online, Envision Arlington is able to save money on print costs, but concurrently needs to strengthen outreach efforts to reach a diverse range of households. CDBG funding enables us to make sure that every household in Arlington is informed of their opportunity to take the survey, and provides us with the money to deliver print surveys to individuals without access to a computer or the internet.

Part III. Project Narrative Table

Using the prompts and questions provided on [page 6 of the Application Guide](#), complete the table below.

A. NEED STATEMENT

Envision Arlington seeks to engage all residents in developing common goals and to develop connections between residents and their government.

B. GOAL

al Town Survey is a tool that allows broad participation without requiring physical presence at a specific meeting. The information gathered is a resource provided at no cost to Town boards, committees, and departments.

C. INPUTS

It is important to issue a mailing to each household to ensure equitable access to the survey. Printing is the largest project cost. Volunteer hours for design, outreach, publicity, and data analysis enable the project.

D. ACTIVITIES

Envision Arlington provides information about the needs and opinions of residents, aiding Town departments and committees with planning and decision-making data.

E. OUTPUTS

In addition to summarizing the answers to the survey questions, the survey allows for open comments that are tagged and filtered by topic. The comments range from suggestions for new programs to feedback on all areas of community life.

F1. SHORT-TERM OUTCOMES

Short term benefit is data that enables thoughtful, community-guided plans based on broad participation.

F2. LONG-TERM OUTCOMES

Long term benefit is to increase civic engagement by reaching out to every household. Secondarily, the survey serves as as a tool for educating residents about programs and services they may not know about that would benefit them.